

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF PAGES 1 of 79
2. CONTRACT NO.	3. SOLICITATION NO. HSTS04-08-R-CT8108	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED See Block 28	6. REQUISITION/PURCHASE NO. See Schedule G.3
7. ISSUED BY Transportation Security Administration Office of Acquisition TSA-25 701 South 12 th Street Arlington, VA 20598 ATTN: Venita Mathias		8. ADDRESS OFFER TO (If other than Item 7) See Block 7			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and ___ copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in item 7 until ___ local time

(Hour) (Date) **SEE SECTION L.**

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10 All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Venita Mathias	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (571) 227-1201
----------------------------------	----------------------------------	----------------------------------------------------------------------------------

11. TABLE OF CONTENTS							
(✓)	SEC.	DESCRIPTION	PAGE(S)	(✓)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	61-65
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	5-48	X	J	LIST OF ATTACHMENTS	66
X	D	PACKAGING AND MARKING	49	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	49			REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	67-69
X	F	DELIVERIES OR PERFORMANCE	50	X	K		
X	G	CONTRACT ADMINISTRATION DATA	50-53	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	70-75
X	H	SPECIAL CONTRACT REQUIREMENTS	54-60	X	M	EVALUATION FACTORS FOR AWARD	76-79

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions in 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within ___ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause 52-232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	___ CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16 NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NO. (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE. ENTER [] SUCH ADDRESS IN SCHEDULE		17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED See Schedule	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION See Schedule G.
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)() [] 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) See Schedule G.
24. ADMINISTERED BY (If other than item 7) CODE		25. PAYMENT WILL BE MADE BY CODE: 51800
		Commanding Officer CG Finance Center 1430A Kristina Way Chesapeake VA 23326-0624
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
		28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice

Section B- Supplies or Services and Prices/Costs

B.1 General

The Contractor shall provide Professional Engineering and Logistics Support services in accordance with the general scope contained in Section C. The Government intends with this Solicitation to make two or more Indefinite Delivery Indefinite Quantity (IDIQ) contract awards and one Task Order (TO) award, with more TO awards to follow over the term of the contract.

Individual Task Orders (TOs) will be issued in accordance with the terms and conditions stated in Sections H and I. All services provided under this contract will be purchased through the issuance of either a firm-fixed price (FFP) or Time and Material (T&M) orders. To the maximum extent practicable, orders under this contract will be on a firm-fixed-price basis.

B.2 Term of Contract

The term of this indefinite delivery indefinite quantity (IDIQ) contract is five years. Task orders may be issued at any time during the five-year ordering period at the rates established for the corresponding contract year.

B.3 Contract Pricing

B.3.1 Firm Fixed Pricing

All task orders issued on a FFP basis will be priced in accordance with the contractors proposed labor rates and pricing set forth in Section B.4, Labor Rate Tables. The labor rates in this section will reflect the fully-burdened rates for each labor category and will apply to all direct labor hours. The loaded hourly rates are ceiling price rates and the Contractor may, at its discretion, elect to propose lower hourly rates on a task by task basis.

(a) Labor. The fully-burdened labor rates include all direct, indirect, general and administrative costs and profit associated with providing the required skill. The fully-burdened labor rates include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses to include stock bonuses, incentive awards, employee stock options, stock appreciation rights, employee stock ownership plans, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, shift differentials, overtime, vacation time, sick pay, holidays, and all other allowances based upon a comprehensive employee compensation plan. All hourly rates are based on a 40-hour work-week (ex. 1,920 hours per year or in accordance with the Contractor's corporate policy).

Contractor Rates: During the performance of this contract, the Contractor shall furnish fully-burdened labor rates which include loads for office space and all normal supplies and services required to support the work. This includes, but is not limited to, telephones, faxes, copiers, personal computers, postage (to include courier services such as Federal Express), ordinary business software (e.g., word processing, spreadsheets, graphics, etc.), normal copying and reproduction costs.

(b) Program Management Support Costs. Contract-level program management support costs are included as a percentage of each individual labor category rate, and encompass support for contract-level management, reporting requirements and related travel and meeting attendance costs associated with the Contractor's program management staff, as it relates to overall management of the contract. As a result, these program management support costs **are** allocated across all of the task orders issued under this contract. These "program management" support costs are differentiated from individual task order "Task Order Manager" or "Project Manager" support costs, which are billed as hourly labor rates against individual task orders for direct support to the effort performed under those task orders. This will result in direct billings at the task order level for labor hours in the "Task Order Manager" or "Project Manager" categories, to specifically support project management for the task order.

For FFP type task orders, the quantity of each item or labor category ordered will be multiplied against the rate(s) listed in this schedule, and the cumulative extended total of all items ordered will define the lump sum fixed price for the TO.

B.3.2 Time and Materials Pricing

All TOs issued on a Time and Materials (T&M) basis will be priced in accordance with the labor rates in the contract and the proposed negotiated hours of the specific task. For T&M TO's the contractor will propose the labor rates awarded under the contract and the number of hours the contractor believes is necessary to complete the work. The labor hours will be negotiated prior to the award of the task. Travel costs will be in accordance with the Federal Travel Regulations (FTR), if applicable, and may be estimated for each TO and will be funded on a NTE basis. Travel shall remain separate from the total fixed price for labor and ODCs.

At any time and throughout the life of the contract, at the request of either the Contractor or the Government, the Contractor may propose additional labor categories, rates and descriptions in addition to the Government labor categories identified in Section B.4. These additional labor categories, rates and descriptions will be negotiated on a case-by-case basis. The additional categories, rates and descriptions proposed, upon determination by the Government that they are necessary for contract performance and both fair and reasonable, will be incorporated by modification into the Section B.4 Labor Rate Tables of this contract.

B.4 Labor Rate Tables

The Labor Rate Tables provide labor category descriptions, labor rates, and markup percentages for performance of the requirements as specified in individual Task Orders. Fully loaded hourly labor rates are included for each labor category. The fully-loaded hourly labor rates are the ceiling rates representing the maximum rates allowable for Prime and Subcontractors.

The contract type of a Task Order will be determined at the time of issuance of each Task Order. Specific CLINS will be established at the Task Order level on a FFP or T&M basis.

Offerors shall add rows and categories as necessary to propose all labor rates associated with the services to be contracted for a base year and four options. Table 1 is provided as a sample format. In Table 2 the minimum labor categories and qualifications required to perform the work are listed. The contractor shall map the labor categories to the contractors proposed labor categories.

Table 1

Labor Category	Fully Burdened Rate
Base Year -	
Year 1 -	
Year 2 -	
Year 3 -	
Year 4 -	

Note: Offeror should price as if the rates are for off-site only. Government will not be providing any on site facilities.

Table 2

Sr. Manager	BS + 20 yrs or MS + 15 yrs
Program Manager	BS in Eng or equal + 12 yrs and PMI Certified or equal
SME	BS + 15 yrs or MS + 10 yrs or PhD + 3 yrs
Sr. Engineer	BS in Eng + 12 yrs or MS in Eng + 7 yrs
Engineer	BS in Eng + 7 yrs or MS in Eng + 2 yrs
Jr. Engineer	BS in Eng + 2 yrs or MS in Eng + 0 yrs
SW Engineer	BS in SW Eng or related field + 5 yrs
Electrical Engineer	BSEE or equal + 5 yrs or MSEE or equal + 2 yrs
Mechanical Engineer	BSME or equal + 5 yrs or MSME or equal + 2 yrs
Task Supervisor	BS/BA + 5 yrs or no degree + 10 yrs
Project Specialist	BS/BA + 3 yrs or no degree + 7 yrs
Statistician	BA Math or equal + 10 yrs or MA Math or equal + 5 yrs
Analyst	BS/BA + 0 yrs or no degree +3 yrs
Admin	Minimum 1 yr of office admin experience

B.5 Contract Minimum/Maximum

- (a) The Government intends to make multiple awards or to not make an award if deemed to be in the best interest of the Government. The minimum guarantee for the base IDIQ contract will be one million dollars (\$1,000,000) over the entire contract term/period.
- (b) The specific products and quantities will be identified on each Task Order issued under the base contract.
- (c) A combined maximum ceiling of one hundred million dollars (\$100,000,000) is established as the cumulative total of all orders for the life of the contract.

Section C- Description/Specification/Work Statement

Professional Engineering and Logistics Support Services

1. Introduction

1.1. Background

The Transportation Security Administration (TSA) is charged with the mission of protecting the Nation's transportation systems to ensure freedom of movement for people and commerce. The Office of Security Technology (OST) supports TSA's overall mission by providing efficient and effective security technology solutions through applied research, development, operational testing, deployment and life cycle management to ensure the free movement of people and commerce.

TSA-OST counters threats to security with technologies and procedures that will prevent, deter, or render ineffective any attempt to sabotage transportation. TSA-OST collaborates with Department of Homeland Security (DHS) Science and Technology (S&T). Each agency within DHS TSA-OST and DHS S&T has primary responsibility for discreet phases of the acquisition lifecycle. TSA has primary responsibility for the program initiation phase and S&T has primary responsibility for the concept and development phase. TSA then assumes primary responsibility for the capability development and demonstration phase, and all subsequent phases.

OST currently has five programs under its responsibility: Electronic Baggage Screening Program, Passenger Screening Program, Security Technology Integrated Program, Advanced Surveillance Technology Program and Air Cargo Security Program. Based on the DHS MD 1400, two of the programs are level I, and three are level II. OST level I programs receive extensive oversight from the federal oversight organizations, such as, DHS, General Accountability Office (GAO), and the Inspector General. The acquisition portfolio value for these five programs is approximately \$1.2 billion per year. Currently, there are several security technologies that are in different phases of the acquisition lifecycle.

OST relies heavily on contractor personnel to support its programs. Under this Contract, the Contractor shall provide engineering and logistics support services to the five OST programs to include other offices within OST, such as the Engineering, Transportation Security Integration Facility (TSIF), Integrated Logistics Support (ILS) and Evaluation & Operational Integration (E&OI) branch.

The acquisition portfolio value for these five programs is approximately \$1.2 billion per year. Currently, there are several security technologies that are in different phases of the acquisition lifecycle.

1.2. Scope

This SOW defines the requirements for services and materials necessary to support OST in fulfilling its engineering and logistics support mission. The Contractor shall furnish and make available all personnel, supplies, equipment, materials, data, facilities, and services necessary to assist the OST in engineering and lifecycle management and complete the work defined below.

2. Applicable Documents

The following specifications, handbooks, orders, standards, and drawings form a part of this SOW, and are applicable to the extent specified herein.

The latest version of these documents as of the Contract Date shall apply.

2.1. Government Documents

Executive Order 12356	National Security Information
-----------------------	-------------------------------

DoD 5220-22-M, February 28, 2006	National Industrial Security Program Operating Manual
U.S. Department of Homeland Security DHS SCG TSA-002 February 17, 2005	Explosive Detection Systems Information and Data Security Classification Guide
Title 5 U.S.C. Section 552a	Sensitive but Unclassified (SBU)
Title 49 CFR Parts 15 and 1520	Protection of Sensitive Security Information (SSI)
Department of Homeland Security Operational Analysis Guidance (v. 0.09), May 2006	DHS Operational Analysis Guidance

2.2. Military Standards

ANSI/EIA-649A (2004)	National Consensus Standard for Configuration Management (CM)
GEIA-HB-649 (2005)	Implementation Guide for Configuration Management (CM)
MIL-STD-973	Configuration Management

2.3. Other Documents

DHS 4300A	Sensitive Systems Handbook
DHS MD 11042.1	Safeguarding Sensitive but Unclassified (For Official Use Only) Information
DHS MD 1400/DHS AD 102	DHS Investment Review Process
MD 200.7	Records Management Program
TSA MD 1000.10-1	Management Control Program/ Management Control Program Manual
TSA MD 300.8	Acquisition Program Planning, Review and Reporting
TSA MD 3300.2	Emergency Preparedness
July 10, 2008	OST Functional Requirements and Specifications for OST Document Management
ANSI/ISO 9001:2008	Quality Management Systems

2.4. Source of Documents

Requests for copies of DHS/TSA documents should be addressed to the Contracting Officer. Requests should fully identify material desired and cite the solicitation or contract number.

Military Standards and Specifications can be ordered from the Department of Defense Single Stock Point (DODSSP), Building 4/Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5098. Information for many Standards and Specifications is available at the following website:

http://assistdocs.com/search/search_basic.cfm.

Copies of ANSI/ASQC Q9000 series standards can be obtained from the following source: American Society for Quality Control 611 East Wisconsin Avenue, P.O. Box 3005; Milwaukee, Wisconsin 53201-3005. Phones: (414) 272-8575 or (800) 248-1946; Fax: (414) 272-1734.

Copies of the Acquisition Management System Test and Evaluation Process Guidelines are available in the Federal Aviation Administration (FAA) Acquisition System Toolset (FAST). FAST can be found online at: <http://FAST.faa.gov>.

2.5. Order of Precedence

In the event of conflict between this SOW and any of the applicable documents identified in 2.1 -2.4, the provisions of this SOW shall take precedence.

3. Requirements

This SOW outlines a wide range of required activities to support OST. The Contractor shall provide sufficient personnel, both in number and qualification, to perform work described in this SOW. .

The Contractor shall be required to interface with Original Equipment Manufacturers (OEMs), Systems Integrators (SIs), other OST support contractors, airport personnel, airport contractors, and personnel from all modes of transportation, as well as various Government and international entities. The Contractor will also be required to perform work at multiple sites as defined by the Contracting Officer's Representative (COR).

3.1. Post-Award Conference

A Post-Award Conference shall be held, within ten (10) calendar days after contract award, at a location designated by the CO. An agenda for the Post-Award Conference shall be prepared. At the Post-Award Conference, the Contractor shall present their understanding of the contract and identify any issues or questions about contract execution. The TSA will designate conference attendees and will identify any unique conference support requirements. Meeting minutes for the Post-Award Conference shall be prepared.

3.2. Contract Management

3.2.1. General Contract Management Requirements

The Contractor shall establish and maintain a formal organization to manage this Contract and any associated subcontracts. A clear line of project authority shall exist among all organizational elements. The Contractor shall develop and implement a management program to efficiently and effectively execute all the activities as required in this SOW. A Contract Management Plan shall be prepared. The Contract Management Plan shall fully document the Contractor's approach and organization to managing and executing the requirements of this Contract.

The Contractor shall ensure that assignments are completed in a manner that is thorough and within schedule and budget. The Contractor shall document the accomplishment of all scheduled tasks. The TSA requirements in performing this Contract demand that the Contractor's engineering, technical, analytical, logistics, and administrative support experience, and the demonstrated performance of the Contractor personnel providing the services, are commensurate with the scope and complexity of the Contract in order to ensure quality products.

3.2.2. Program Manager

The Contractor shall be fully responsible for the integration and coordination of the work described in this SOW. A Program Manager (PM) shall be assigned for this contract and serve as the single focal point within the Contractor's activity for all required tasking. The Contractor's PM shall be ready at all times, given reasonable notice, to present and discuss with the CO and the Technical Officer the status of all requirements and problems. The Contractor's PM shall be Program Management Institute (PMI) certified

or equivalent (e.g., DHS Certified Acquisition Professional, Level II; Defense Acquisition University (DAU); Department of Defense (DoD) Certified PM).

The Contractor shall identify, in the contract, the PM who is responsible for accomplishment of all tasks required by this Contract, and who is authorized to commit the company. The PM shall organize, plan, schedule, implement, control, analyze, and report on all elements of this Contract. The PM shall have resources and authority to ensure efficient and timely project execution.

The PM shall keep the COR informed of any performance issues, cost or financial concerns, or potential problems that, if unresolved, will adversely affect the Contractor's performance, schedule or costs, and take all appropriate measures to mitigate adverse impact to the Contract.

The Contractor's program manager shall be designated as Key Personnel.

3.3. Contract Status Reporting

3.3.1. Monthly Contract Status Reports

Contract Status Reports (CSRs) shall be prepared. CSRs shall address cost, schedule, performance, and status of deliverables. The reports shall address problems and risks associated with each of the Contractor's efforts under this Contract. The reports shall describe the work accomplished during the reporting period, problems encountered and corrective actions taken, and pending issues and work planned for the next period. In particular, the reports shall address the extent to which any problems or circumstances will cause conflicts with project schedules.

The monthly report shall present progress information, to include technical progress presented in terms of performance goals, exit criteria, schedule progress, and cost impact. Earned Value Analysis and thresholds for variance reporting shall be established. The report shall specifically address reported elements that fall outside specified thresholds. Estimates to Complete for each assigned effort shall be provided and shall include both manhours and funding that the Contractor estimates as being required to complete the assigned efforts. These reports shall be as of the end of the Contractor's business/financial month, and submitted within five (5) business days after the period.

3.3.2. Periodic Contract Reviews

The Contractor shall conduct periodic contract reviews at the TSA's offices or other designated facilities, beginning with the Post-Award Conference. The frequency of these reviews shall be negotiated between the Contractor and TSA and may be adjusted as necessary throughout the period of performance. The TSA reserves the right to increase or decrease the frequency of these reviews but the frequency will not be more often than once per month. The purpose of the review shall be for the Contractor to present a detailed contract status, review outstanding action items, review potential and actual performance and programmatic problem areas, evaluate performance relative to cost ceilings or budgets and milestones set forth in the Task Schedules, and provide a forum for highlighting activities planned for the next period. The Contractor shall also provide financial status. Copies of presentation materials shall be made available at the review for all participants.

An agenda shall be prepared for each contract review. The agenda shall include, as a minimum, accomplishments, action items, issues or problems, schedule, planned activities, and financial reporting. Meeting minutes shall be prepared following each contract review.

3.4. Financial Management

For T&M and cost-reimbursement CLINs, Contract Funds Status Reports shall be prepared. The Contractor shall maintain a cost control system to meet the requirement under this Contract. Each labor

category shall be tracked. This shall include a breakdown of labor hours used by the Contractor and any subcontractors, associated T&M labor costs, material costs, travel costs, and any other direct costs incurred. The Contract Funds Status Reports shall include reporting period and cumulative expenditures, as well as remaining funding available, presented in both tabular and graphical forms.

The Contractor shall establish a uniform cost or financial control methodology that is consistent with the Contractor's schedules. The Contractor's cost control methodology shall provide the TSA with insight into monthly expenditures against performance requirements.

3.5. Contract Document Library

A Contract Document Library (CDL) shall be prepared. The Contractor shall maintain a CDL that contains all documents and data generated by the Contractor or provided to the Contractor by the TSA during the performance of this Contract. The CDL shall be maintained in a digital electronic format, except that documents and data provided by the TSA in paper-only format are exempt from digital storage requirements, but shall be included in the CDL in its paper format. A Document Library Index (DLI) shall be prepared. The DLI shall list the documents included in the CDL, including documents in paper-only format. The Contractor shall provide the hardware, software, and paper format storage facilities required for the CDL and DLI. The Contractor shall provide authorized TSA personnel access to the CDL during the period of this Contract and deliver the CDL to the TSA at the end of the contract period of performance, if so requested by the TSA. Access to the CDL and DLI may be via SharePoint, if directed by the TSA.

3.6. Quality Assurance Program

The Contractor shall establish, implement, and maintain a documented quality assurance system in accordance (with ANSI/ISO/ASQ Q9001:2008), as tailored in the data item description (DID), as a means of assuring compliance with all requirements of the Contract. The Contractor shall pass the appropriate Contract requirements down to its sub-suppliers to ensure compliance with the Contract. The Contractor shall require that sub-suppliers have an appropriate documented quality system that controls the quality of the services and supplies provided. The Contractor shall identify a single point of contact for all communication on quality-related issues. The Contractor shall identify in Section G of the Contract, the quality representative who is responsible for accomplishment of all quality assurance tasks required by this SOW. The Contractor's Quality manager shall be prepared at all times to present and discuss the status of quality activities, requirements, and problems.

3.7. Meetings, Conferences, and Reviews

Meetings shall be held as necessary to ensure effective program management, and efficient and effective resolution of problems throughout the life of the contract. The types and frequencies of these meetings shall include, as a minimum, those described in the following paragraphs. Support provided by the Contractor shall include, but is not limited to, facilities, materials, office equipment, clerical personnel, projectors, computers, mockups, technical data, and subcontractor participation (when appropriate).

The Contractor shall conduct meetings and reviews in accordance with the TSA-approved Project Plan and contract requirements. Meeting agendas, presentation materials, and meeting minutes shall be prepared. The Contractor shall be ready to substantiate assumptions made and methodologies used in arriving at recommendations or conclusions. The Contractor shall prepare formal written minutes, accompanied by a summary of action items and all presentation materials used, for TSA approval. Minutes for meetings and reviews shall not be considered finalized until approved by the TSA.

When hosting a meeting, the Contractor shall notify the attending parties of the time, date, location, and proposed agenda of the meeting. This notice should be provided at least five (5) business days prior to the meeting, whenever practical.

Periodically, the Contractor shall be required to travel in order to attend conferences, specialized training, Technical Interchange Meetings (TIMs), and other meetings. Upon the completion of travel, trip reports shall be prepared. Trip reports shall summarize the conference or meeting and describe the pertinent information gathered.

3.8. Project Management

3.8.1. Project Plans

Project Plans shall be prepared as directed by the Government. When a project plan is required, the Contractor shall prepare and submit a Project Plan for TSA approval prior to beginning the project. The Project Plan shall identify cost, schedule, and technical risks and describe how the Contractor will effectively manage these risks throughout the performance of the task. The Project Plan shall serve as the baseline for describing the Contractor's work plan. The Project Plan shall describe the Contractor's technical approach, project management organization, Work Breakdown Structure (WBS), Key Personnel, assignments and responsibilities, project cost and schedule control, resource planning methodology, subcontractor management, and project coordination procedures. The Contractor shall maintain the Project Plan as necessary, or as requested by the TSA, to reflect actual work progress. Project Plans shall be provided not later than ten (10) calendar days prior to the start date of the period of performance. Government review comments or approval of the Project Plan will be provided within ten (10) calendar days of receipt.

3.8.2. Schedule Management

As part of each Project Plan, the Contractor shall establish and maintain a schedule of major activities that identify subordinate-tier activities, dependencies between task activities, and milestones required to demonstrate successful completion of the effort. This schedule shall be developed and maintained using Microsoft Project 2003 or higher. The schedules shall also identify the exit criteria required to satisfy milestone requirements, which enable the Contractor to proceed with follow-on activities. Baseline schedules shall be updated monthly to coincide with the date of the reporting period or as otherwise required by tasking. Unless otherwise directed, the minimum acceptable WBS is WBS Level III. Any changes to the base lined schedule that impacts milestones must be authorized by the TSA.

3.8.3. Risk Management As part of each Project Plan, the Contractor shall develop a Risk Identification and Mitigation plan to identify cost, schedule, and technical risks. Risks shall be classified as low, medium, or high. This plan shall also include mitigation plans to reduce realized risks. The Contractor shall include an updated risk assessment in each monthly CSR and notify the Contracting Officer immediately upon any realized risk.

3.8.4. Personnel

3.8.4.1. Key Personnel

As part of each Project Plan, the Contractor shall identify Key Personnel along with the individual tasks requiring their involvement. The Contractor shall state the percentage of time the Key Personnel identified will be needed to work on individual tasks, if less than 100%.

3.8.4.1.1. Program Manager

The Contractor shall be fully responsible for the integration and coordination of the work described in the SOW. A Program Manager (PM) shall be assigned for this contract and serve as the single focal point within the Contractor's activity for all required tasking. The Contractor's PM shall be ready at all times, given reasonable notice, to present and discuss with the CO and the Technical Officer the status of all requirements and problems.

The Contractor's PM shall have the following qualifications:

- Program Management Institute (PMI) certified or equivalent (e.g., DHS Certified Acquisition Professional, Level II; Defense Acquisition University (DAU); Department of Defense (DoD) Certified PM).
- B.S. Degree in Engineering, or related discipline.
- Seven (7) years of technical experience in a field related to transportation security.
- Additional five (5) years of experience in managing technical projects.
- Advance degree in engineering or management desirable.

3.8.4.1.2. Specification Developers

Contractor personnel proposed to support the scope of work contained in Section C.4.1.3.1.1 Technical Specification Development Support shall meet the following qualifications:

- Possess a B.S. in Engineering, or equivalent science, math, or technical discipline, from an accredited college or university.
- Have a minimum of four years of professional experience related to design, manufacturing, installation, operation, maintenance, or acquisition of complex electro-mechanical equipment and systems.
- Have demonstrated success in writing technical documentation, such as specifications, technical manuals, test procedures, or similar.
- Possess a working knowledge of current and emerging security screening technologies and procedures.
- Possess a familiarity with the Government Printing Office Style Manual, Chicago Manual of Style, or equal.
- Possess total mastery of MS Office applications.
- Possess strong organizational skills and discipline in order to ensure document configuration control.

3.8.4.2. Task Management

As part of each Project Plan, the Contractor shall identify Task Managers (TMs) for specific tasks. The TM is responsible for accomplishing all aspects of the tasks and meeting all requirements. The TM shall have resources and authority to ensure efficient and timely program execution and shall be the Contractor's focal point for all required tasks. The TM shall be ready at all times to present and discuss the status of task activities, requirements, and issues.

3.9. Security Requirements

The Contractor shall possess a facility security clearance and have the ability to receive, handle, and store classified documents up to the level of Secret. All of the Contractor employees performing technical efforts under this Contract shall have a security clearance at the level of Secret. The Contractor shall identify the statement of work elements that will be staffed by cleared personnel in the proposal. The Contractor will be required to establish the required facility and personnel clearances within the 90-day transition period, as defined in Section 11 of the Statement of Work.

4. Support Functional Areas

4.1. Acquisition Support

The Contractor shall provide support the OST programs to facilitate acquisition strategies for the procurement of security technology. In accordance with the federal acquisition regulation (FAR), the contractor will support procurement actions, including Requests for Information (RFI), preparing Statements of Work (SOWs), Independent government cost estimates (IGCE), Market Research, evaluation criteria, Sources Sought Announcements (SSA), Requests for Proposals (RFP), Source Selections, and contract awards. The Contractor shall support OST programs with the preparation of acquisition documentation in accordance with DHS Acquisition Directorate AD-102 and program management standards. At both the program and project level, the contractor shall prepare program/project Plans, Operational Requirements Documents (ORD), Alternative of Analysis (AoA), Functional Requirements Documents (FRD), service level agreements (SLA), Integrated Logistics plan, configuration management plans, Technical Specifications, Cost-Benefit Analyses, alternative analysis, Concept of Operations (Conops), Life Cycle Cost Estimates (LCCE), Test and Evaluation Master Plans (TEMP), Test and Evaluation strategies, capabilities development plan (CDP), and the preliminary mission needs statements (PMNS). The contractor shall coordinated and assist the program offices providing technical information as required for all required acquisition documentation. The Contractor shall participate on Integrated Product Teams (IPTs) and project-specific working groups.

4.2. Engineering

The Engineering Section is responsible for providing engineering support to all OST programs and projects throughout the acquisition lifecycle. The Engineering Section's responsibilities include day-to-day operation of the TSA Systems Integration Facility (TSIF). The contractor shall provide all labor and associated facilities and materials to support the requirements of the Engineering Section.

4.2.1. Section Planning

The Contractor shall provide engineering support to the OST Engineering Manager. Types of support provided can include data collection and analysis, forecasting, capabilities assessment, technology evaluation, and stakeholder interface.

4.2.2 Systems Planning and Evaluation

The System Planning and Evaluation Unit is responsible for operating the Transportation Security Integration Facility and providing planning and evaluation expertise for systems and technologies yet to be deployed.

4.2.2.1 TSA Systems Integration Facility (TSIF) Operations

The TSIF provides a testing environment for screening and detection of passengers, baggage, and cargo. The facility provides a complete in-line BHS, the ability to house multiple passenger checkpoints, and a multi-purpose testing area. The contractor shall provide all labor and materials required for overall management of the TSIF. The Contractor shall support the execution of tests, demonstrations, evaluations/assessments, and other activities performed at the TSIF. Support efforts shall include but not be limited to requirements definition, development and approval of, documentation, execution of test and, data analysis.

Types of testing that will be performed in the TSIF include qualification testing, testing of concept of operations, integration testing, alternatives analysis, information technology/network, Transportation Security Officer standard operating procedures, conducting engineering/technology assessments, and performing modeling and simulation activities. The initial capacity of the TSIF will, at a minimum, consist of simultaneous functional testing of up to five (5) in-line EDS and up to three (3) checkpoint lane systems.

4.2.2.1.1. Facility Operations and Maintenance

The contractor shall support the TSA Engineering Group by serving as a liaison to the TSA Onsite Real Estate Manager to ensure timely repair and maintenance of the TSIF building. The contractor is not responsible for repairing or maintaining the building but shall coordinate with TSA Onsite Real Estate Manager, who is responsible for the necessary repair and maintenance services. Areas of coordination and liaison include facility maintenance, coordinating purchase requests for on-going operation and maintenance activities of the facility, and test materials and supplies ordering and management.

4.2.2.1.2. Test Planning, Operations, and Administration

The contractor shall support the TSIF Test Lead in coordinating and providing support in administering the test and evaluation program including event planning, conduct, and coordination. At a minimum, the contractor shall:

- Support development, coordination, and approval of test related documentation. Develop and maintain a master integrated schedule of test activities planned at the TSIF.
- Coordinate the availability and readiness of test support equipment and articles to support test events. This includes laboratory equipment, data collection devices, and other support equipment and items are available to support test events.
- Develop test articles for inspection to satisfy individual test event requirements (target test bags representative of stream of commerce, utilization of simulants or other targets).
- Develop an industrial safety program and ensure compliance with and adherence to industrial safety standards and requirements.
- Support development and approval of ISO procedures and support periodic reviews to ensure compliance.
- Plan and execute all building and test area preparations for testing.
- Coordinate equipment deliveries, installations, and integration.

4.2.2.1.3. Site Planning and Surveys

The Contractor shall be responsible for coordination of all aspects of OEM site surveys related to the installation of transportation security equipment at the TSIF. The Contractor shall prepare checklists to ensure that all requirements are addressed during the site survey. The Contractor shall prepare a report of site survey results, including a copy of the checklist used along with sign-off by the staff conducting the site survey. The site surveys and associated reports shall address placement of equipment, level of integration required, site preparation required prior to installation of security equipment, integration requirements, power requirements, facility construction, environmental requirements, and primary points of contact for the site, and shall identify contractors who will participate in the site preparation. The Contractor shall perform configuration management of test resources and develop and maintain installation checklists for use by the installation contractor.

4.2.2.2. Technical Requirements Management

The contractor shall provide all labor, supervision, and materials required to support the Technical Requirements Management Unit. The Technical Requirements Management Unit is responsible as lead liaison for TSA with the Research & Development community; developing technical requirements documents; tracking engineering requirements; maintaining a robust requirements database; and performing risk analysis, training support, and human factors

engineering. OST currently manages approximately fifty security technologies. Tasks associated with support include but are not limited to:

- Develop technical requirements for new security technologies.
- Develop technical requirements processes and related documents (e.g. Operational Requirements Documents (ORDs), Interface Requirements Documents (IRDs), and Interface Control Documents (ICDs)).
- Coordinate with internal and external stakeholders.

The Contractor may conduct interviews with stakeholders to discuss requirements and possibly reveal requirements not previously envisioned as being within the scope of the project, and identify potentially contradictory requirements. Additionally, the Contractor may attend stakeholder meetings, including the periodic Technology Advisory Board (TAB), wherein stakeholders participate in discussions to determine and prioritize capabilities gaps, analyze details, and determine if there are any cross-functional implications.

The contractor shall maintain schedules of technologies that are within the concept and technology development phase of the acquisition cycle to track status of the Technology Transfer Agreements (TTA) and Technology Commercialization Agreements (TCA) (processes between DHS S&T and TSA). Additional support responsibilities shall include:

- Analyze the market place to keep abreast of new technology availability and document market research.
- Perform research and analysis to validate technical requirements.
- Attend R&D meetings, tests, reviews, and other functions as specifically assigned by the Technical Requirements Management Unit, and provide meeting minutes and status of TSA deliverables to DHS Science and Technology (S&T) and the Technical Support Working Group (TSWG).
- Populate and maintain a requirements database.
- Support the development and periodic review and update of TSA Detection Standards for all current and emerging security screening technologies and equipment.
- Maintain the TSA Detection Standards and facilitate classified document transfer to properly vetted vendors and agencies external to TSA.

The Contractor may be required to conduct studies for the determination of engineering requirements for new threats identified by the Intelligence community. The Contractor shall perform analyses to validate that the identified program requirements will satisfy the operational needs. The Contractor shall account for the possibility of conflicting requirements of various stakeholders while ensuring that the requirements are measurable, testable, related to identified business needs or opportunities, and defined to a level of detail sufficient to support system design.

4.2.2.3. Computed Tomography Image Quality (CTIQ) Test Consultation Support

The Contractor shall provide technical support in implementing the CTIQ Toolkit. The CTIQ Toolkit is intended to allow an analytical determination of poor or degraded x-ray CT-based EDS performance using field data collected from the EDS during operation. Field data can include reconstructed image data, X-ray tube high voltage power supply voltage and current, conveyor belt speed, X-ray detector failure and correction, and reconstruction CT number mean and standard deviation shift. The analysis will indicate the detection performance level of the EDS, allow the recalculation of allowable

performance levels, and aid in determining necessary corrective actions. Support will entail analysis and evaluation of EDS performance and development of EDS performance data analysis reports.

4.2.2.4. System Design and Analysis

4.2.2.4.1. Engineering Development

The Contractor shall support the TSA in transforming an operational need into a description of system performance parameters and system configuration, through the use of an iterative process of definition, synthesis, analysis, design, test, and evaluation.

The Contractor shall integrate technical parameters and ensure compatibility of all related, functional, and program interfaces in a manner that optimizes the total system definition and design, while ensuring integration of Reliability, Maintainability, and Availability (RMA), safety, survivability, human factors, etc. into the total technical engineering effort to meet cost, schedule, and technical performance objectives.

The Contractor shall perform an evaluation of design goals to validate that they satisfy the approved requirements. The Contractor shall support efforts to research similar design solutions, as available, and insertion of emerging technologies by means of a material, product, technology, or service to satisfy the explicit set of design requirements.

The Contractor shall support all phases of system development to include Iterative, Prototyping, or Spiral Development Models; system software; and the evaluation of intermediate systems. The Contractor shall monitor and evaluate the development process for scope creep to ensure that the system, while satisfying the approved requirements is not over-defined or overdeveloped.

4.2.2.4.2. Technology Assessments

The Contractor shall support review and evaluation of technical proposals and provide comprehensive analyses and recommendations as to the accuracy and technical soundness of the proposals.

The Contractor shall conduct technology assessments as directed. The Contractor shall prepare planning and reporting documents and provide recommendations. The Contractor shall review, assess, and recommend improvements to OEM designs, products, processes and procedures, and documents and data. The Contractor shall perform assessments of emerging technologies.

The Contractor shall analyze all aspects of human-machine and human-system interaction, including analysis of image quality, of user interface design, and of operational effectiveness. This includes ergonomic assessment of physical interactions between humans and equipment. Technology Assessment Reports shall be prepared.

4.2.2.4.3. System Level Design

The Contractor shall provide engineering support to develop system architecture and operating concepts at the system level. Designs and concepts shall be integrated for ease of incorporation into new and existing airport facilities and operations. System level design can include technologies, equipment, personnel, and processes to leverage technological capabilities into improvements in transportation security. The Contractor shall interface with stakeholders as necessary to ensure specific requirements and limitations are adequately addressed in the design. System level architecture and design analysis reports shall be prepared.

4.2.2.4.4. System Development Contract Technical Support

The Contractor shall provide planning and analysis services to support the acquisition of transportation security equipment. The Contractor shall review and assess deployment, installation, and integration schedules for their impact on current acquisitions and to support planning for future acquisition of equipment and services.

The Contractor shall assist government contracting officer technical representatives (COTR) in the administration of contract actions in accordance with Federal, DHS, and TSA policies and procedures. The contractor may be required to participate in program management reviews (PMRs), conference calls, and other meetings to provide technical and related consultation. The contractor shall assist the COTR in all COTR functions including, but not limited to, file development and maintenance, contract funding tracking, monitoring and surveillance, and closeout. In addition to those duties specified in the COTR responsibilities, the contractor shall prepare SOWs, specifications, Contract Data Requirements Lists (CDRLs), Data Item Descriptions (DIDs), and supporting rationale and justifications. The Contractor shall also review and track delivery schedules, perform Earned Value Management (EVM), including trend analysis for cost, schedule and performance, and review and assess ECPs, RFWs, and RFDs.

4.3. Continuous Improvement and Program Support

The Continuous Improvement and Program Support Unit is responsible for providing engineering support, and sustainment and improvement services in support of operational systems, technologies, and services. The continuous improvement and program support branch is organized in two units: Engineering Support Services and Continuous Improvement.

4.3.1. Engineering Support Services

The Engineering Support Services (ESS) Group is responsible for providing engineering expertise to OST and other TSA organizations through the application of scientific and mathematical principles and design and analysis techniques. The ESS Group is charged with the following activities:

- Ascertaining technology and systems requirements to support the TSA mission
- Assisting in analyzing and assessing readiness levels of technologies
- Supporting technology trade-off analyses
- Preparing inputs to equipment and services procurement packages
- Developing solicitation and contract technical documents
- Evaluating bidder proposals
- Reviewing change control board documents
- Conducting technical reviews of airport construction plans and specifications
- Providing field technical support
- Performance monitoring
- Cost estimating
- Planning and assessing performance of security screening systems
- Providing engineering support to the technology Contracting Officer's Technical Representatives (COTRs)

In support of OST programs, the Contractor shall provide engineering and technical expertise in conducting requirements analyses, market surveys, engineering calculations and analyses, data collection, , and technology assessments. The Contractor shall draft project plans, operational requirements documents, statements of work, technical specifications, and change requests. The Contractor shall support industry days and other meetings by providing technical information required to develop presentation materials and follow-up responses and documentation.

The Contractor shall also provide technical support related to the following:

- QPL Development Process
- System Development Contract Technical Support
- System Production Contract Technical Support
- Testing Support
- Configuration Control Technical Support

4.3.1.1. Technical Specification Development Support

The contractor shall provide professional support services to develop technical specifications for security screening equipment. Specifications shall document the performance characteristics, physical attributes, and other requirements of equipment. The requirements shall be ascertained from project plans and operational requirement documents. The specifications shall invoke applicable references. The Contractor shall provide qualified personnel who have demonstrated knowledge of and experience in transportation security technologies, the inherent science and engineering underlying the technologies, application of technologies to the system of processes, people, and equipment that comprise the security apparatus, and operational considerations that are key to successful integration of security screening equipment. Contractor personnel who support specification development shall have familiarity with vendor design, fabrication, testing, and delivery processes, TSA procurement practices and policies, and end user procedures and practices so as to facilitate the delivery of specifications that will support the acquisition of equipment that meet TSA objectives. Specification development shall be supported by a robust technical writing and editing staff and a quality assurance process such that draft and final specifications meet the quality expectations of the designated OST Engineering Lead, who will determine the acceptability of specification deliverables. Contractor personnel proposed to support specification development are Key Personnel.

4.3.1.2. Airport Design Review and Approval Support

The contractor shall maintain drawings of all security technology installations. The contractor shall verify drawings on a semi-annual basis through coordination with the OST deployment sections and OST's system integration contractor

The Contractor shall review submitted airport checkpoint and checked baggage BHS designs and provide recommendations to the TSA to ensure that the design is in compliance with applicable standards, such as the Planning Guidelines and Design Standards (PGDS) for Checked Baggage Inspection Systems (CBIS), the Checkpoint Design Guidelines, and other performance standards. The Contractor shall provide detailed comments and/or recommendations to TSA on formal approval/rejection, supported by comments on the submitted plan, documents, and reports.

The Contractor shall implement existing CBIS design review processes and shall develop a proposed design review process for Checkpoint design review. The Contractor shall provide engineering expertise to OST in executing approved design review processes, specifically in the areas of design package review and comment. Design review process development and execution shall be in accordance with all

applicable standards, procedures, and policies. The Contractor shall provide technical support for internal OST Design Review Meetings.

The Contractor shall maintain an electronic database to log and track all design packages submitted for review; consolidate and track design review comments, and support coordination of design review meetings with local stakeholders. Associated document control shall be in accordance with the Contractor's established quality management system.

The Contractor shall provide support in updating guidelines and standards and shall provide annual updates to these documents. The Contractor shall solicit comments on the guidelines from Industry and/or TSA stakeholders and shall disposition each comment received. .

4.3.1.2.1. CBIS Design Review Support

The Contractor shall attend CBIS design review meetings. Design review meetings can be comprised of site visits to interface with airport local design teams and examine local facilities. Design review meetings can be conducted at airports throughout the United States and travel will be required by the Contractor to participate. Design reviews are estimated to number 20 meetings per year under this Contract.

Pre-Design Phase

The Contractor shall participate in an initial pre-design meeting to assist the TSA in clarifying the design, development, review, and approval process and procedures.

Schematic Design Phase

The Contractor shall ensure that design submittals incorporate TSA requirements. The Contractor shall provide a complete review, detailed comments, and recommendations on the following elements of the Schematic Design Documents:

- Design compliance with Planning Guidelines and Design Standards for CBIS and other TSA performance standards.
- Airport infrastructure and existing security screening systems operational phasing and constructability issues that will impact the proposed design. Infrastructure planning must address security equipment environmental and maintenance/ logistics access requirements.
- Basis of Design Report.
- Preliminary Concept Plans.
- Proposed schedule, Rough Order Magnitude (ROM), and funding for the schematic design.
- Assist the TSA in Memorandum of Agreement (MOA) and Other Transaction Agreements (OTA) development.
- Provide recommendations to TSA on formal approval/rejection, supported by comments on the submitted plan, documents, and reports.
- Independently assess and validate airport passenger and baggage screening data and accurately identify the information resources used to validate.

30% Design Phase

The Contractor shall ensure that this sub-phase incorporates the TSA requirements defined in the Schematic Design Phase. The Contractor shall ensure that the Basis of Design Report has been updated to incorporate the TSA's requirements identified in the Schematic Design Phase. The Contractor shall ensure that the following design elements are adequately and properly incorporated into the submitted plans and specifications:

- Bag routing on all sub-systems.

- Queuing conveyors before and after EDS machines.
- Separation of alarmed and cleared baggage at each level of screening.
- Cross-sections showing vertical dimensions of the CBIS.
- CBIS design will support high-speed and high-throughput screening technologies.
- Ensure that the path to EDS units will support future relocations and major EDS upgrades and provide maintenance/ logistics access for maintenance technicians.
- On-Screen Alarm Resolution Protocol (OSARP) decision time.
- Incorporation of multi-level screening protocols.
- Outlined CBIS specifications with a description of system operation and sequence of operation.
- Resolution room layout and bag flow through the resolution room including Level 2 and Level 3 resolution search areas.
- Out-of-gauge and oversized baggage processing.
- Level 3 resolution area equipment layout and quantity.
- CBIS automated reporting of operational performance and availability.

The Contractor shall conduct site visits, as required, conduct modeling of the screening system for design validation, provide TSA with detailed comments and recommendations with regards to design compliance with Planning Guidelines and Design Standards for CBIS and other TSA performance standards, and provide recommendations to TSA on formal approval/rejection, supported by comments on the submitted plans, documents, and reports.

70% Design Phase

The Contractor shall ensure that this sub-phase incorporates the TSA requirements defined in subsequent design phases. The Contractor shall ensure that the design is following the Basis of Design Report submitted in the 30% Design Sub-Phase Review. The Contractor shall ensure that the requirements identified in the 30% design sub-phase review are incorporated into the 70% plans and specifications. The Contractor shall provide the TSA with detailed comments and recommendations with regard to design compliance with the Planning Guidelines and Design Standards for CBIS and other TSA performance standards. The Contractor shall provide recommendations to TSA on formal approval/rejection, supported by comments on the submitted plans, documents, and reports. The Contractor shall ensure that the following design elements are adequately and properly incorporated into the submitted plans and specifications:

- Detailed contingency plans identifying mitigation measures in the event of partial or complete CBIS failure to screen baggage.
- Detailed plans and specifications identifying all other disciplines, demolition, and phased construction plans necessary for the installation of the CBIS.
- Site-specific CM plans.
- Probable construction and Operating and Maintenance (O&M) costs.
- Detailed cross sections of CBIS.
- Suspicious item removal routes.
- Personnel ingress and egress plans.
- EDS network drawings (if applicable).
- Diagrams showing maintenance/ logistics access routes to each EDS machine.
- Condensate removal method (where applicable).
- Seismic requirements (where required).
- Power for EDS and BHS equipment.
- Bag centering/aligning methods.

- Detailed CBIS specifications with BHS Contractor responsibilities delineated for meeting TSA-specified performance criteria, commissioning and integrated Site Acceptance Test (iSAT) requirements, and BHS reporting capabilities.
- Detailed description of system operation and sequence of operation thoroughly describing the baggage tracking methodology.

100% Design Phase

The Contractor shall ensure, during the review, that this sub-phase incorporates the TSA requirements from subsequent reviews. The Contractor shall ensure that the screening system design is following the Basis of Design Report submitted in the 30% Design Sub-Phase Review. The Contractor shall ensure that the requirements identified in the 70% design sub-phase review are incorporated into the 100% plans and specifications and that the final submitted 100% design package includes all discipline's complete plans and specifications. The Contractor shall provide the TSA with detailed comments and recommendations with regard to design compliance with the BSIS Planning Guidelines and Design Standards for CBIS and other TSA performance standards. The Contractor shall provide recommendations to TSA on formal approval/rejection, supported by comments on the submitted plans, documents, and reports.

Design Changes

The Contractor shall provide technical support to OST in identifying and prosecuting site design changes necessary to ensure security screening equipment and system performance. The Contractor shall provide support in design analysis, performance prediction, design change implementation, execution oversight, change documentation, and design documentation and change package library maintenance.

4.3.1.2.2. Checkpoint Design Review Support

The Contractor shall attend checkpoint design review meetings and provide technical support in reviewing design documentation, including drawings, specifications, and calculations. Design review meetings can be comprised of site visits to interface with airport local representatives and TSOs and to examine local facilities. The Contractor shall provide input into establishing or revising checkpoint design development and review processes.

4.3.1.3. Project Collaboration Website Development and Maintenance Support

The Contractor shall provide technical expertise and facilities to establish and maintain a project collaboration website and repository for airport design documents. Design documents can include facility and system drawings, specifications, calculations, reports, and any other design package elements. The Contractor shall also manage and maintain change packages associated with these design documents. Change packages can be comprised of baseline documents, revised documents, rationale for change, approvals, stakeholder review comments, and change tracking administrative data. The Contractor shall support OST in ensuring complete, accurate, and timely implementation of approved design changes and accurate documentation of the implementations. The Contractor shall coordinate and interface as needed with other stakeholders, such as equipment OEMs, systems integrators, site designers, airport authorities and local jurisdictions, and regulatory bodies in providing this support. The project collaboration website supporting the design document repository shall be hosted and maintained by the Contractor. The contractor shall provide controlled remote access to authorized project team members, as directed by TSA.

4.3.1.4. Field Technical Support

The Contractor shall support the engineering unit in conducting assessments and providing recommendations that support continuous improvement of operational security technology solutions. This includes support of the Baggage Assessment & Systems Evaluation (BASE) team, support of the

PSP Equipment Assessment & Systems Evaluation (PEASE) team, and support to other checkpoint and checked baggage screening system improvement or corrective action efforts.

The Contractor shall provide technical and engineering support during checkpoint and checked baggage screening system, qualification, pilot testing, commissioning and operation, as required, to analyze system performance issues in conjunction with the OEM, BHS contractor, or other members of the design team.

The BASE and PEASE Team's primary role is to provide high level technical assessments for certified and operational systems which have transitioned from Deployment to Engineering. These are systems which are experiencing operational problems that are detrimental to the overall effectiveness and efficiency of the security screening system. The BASE and PEASE Teams also support the technical resolution of system performance issues that arise during site design, equipment installation and integration, testing, and any other activities leading to full-scale operation of the security screening system.

The Contractor shall support the BASE and PEASE Teams by:

- Reviewing design documentation to identify potential or suspected design and integration weaknesses that could manifest as functional and operational issues following commissioning
- Conducting site meetings with local TSA and airport operational personnel;
- Reviewing and analyzing Passenger Screening Program equipment field trouble reports and OEM reports to determine nature of reported technical issues
- Reviewing and analyzing BHS and EDS reports to determine what area of the system is experiencing functional issues;
- Conducting site assessments to observe systems operations from both a detailed mechanical and controls perspective;
- Analyze reports and operational data which has been gathered in order to provide a detailed report which provides recommendations to optimize the system and address functional and operational issues.
- Generating quantifiable data to support recommendations generated from the site survey.

4.3.1.5. Cost Estimating

The contractor shall provide cost estimating support in accordance with the GAO principles for cost estimating.

4.3.1.6. Security Screening Equipment Test and Calibration Article

The Contractor shall maintain an inventory of x-ray step wedges, EMD operational test pieces (OTP), EMD encapsulated weapon test sets, and other security screening equipment test and calibration articles, as required by the TSA, to support periodic requests for replacements and to support newly federalized airports. .

4.3.2. Continuous Improvement

The Continuous Improvement (CI) Group is responsible for providing ongoing monitoring of security screening equipment performance to identify and develop strategies for implementation of technical improvements to the deployed fleet, upgrade planning and deployment, and the eventual replacement of equipment. The Contractor shall support the activities of the CI Group in planning, developing, executing, monitoring, measuring, assessing, and reporting on improvement activities. At a minimum, this support shall include:

- Performance monitoring of deployed security technology in collaboration with the Life Cycle Support branch. The Contractor shall collect data, observe operations, assess effectiveness of current operations and systems, identify areas for improvement, develop concepts for achieving performance improvements, and assist in achieving performance improvements.
- Technology evolution and upgrade evaluation. The Contractor shall provide engineering expertise to assist the CI Group in determining beneficial applications of evolving technologies and system upgrades.
- Technology upgrade planning. The Contractor shall support the CI Group in planning technology upgrade paths, including determinations of key milestones and other schedule elements. Emphasis shall be placed on the state of technology, market conditions impacting the availability of applicable technologies, and budgetary constraints that could impact upgrade plans.
- Equipment refurbishment evaluation and planning. The Contractor shall support the CI Group in determining suitable application of equipment refurbishment to maximize system utility while maintaining performance and optimizing return on investment.
- Lifecycle Replacement planning. The Contractor shall support the CI Group in establishing plans for routine replacement of security screening equipment and in executing replacement plans. Replacement plans can include equipment specification and procurement, and collaboration on deployment, maintenance, training, communications, etc.
- Recommendations for equipment performance improvement. The Contractor shall provide technical expertise to identify equipment performance improvements that are either necessary to support operations or available through technology development and advancement. Identified improvements will be invoked in procurement efforts or implemented through change control processes applicable to fielded equipment or equipment in the procurement process.
- Engineering process improvement. The Contractor shall support the efforts of the CI Group in identifying needed engineering processes, developing new processes, modifying or adapting existing processes, reviewing proposed process improvements, and managing process development to conclusion.

4.4. COTR Technical Support

4.4.1. Contract Monitoring and Associated Reporting

The contractor shall provide support to the COTR to assist in the monitoring and reporting on the oversight for the OEM contracts. OST supports approximately 50 technology contracts. These contracts are for equipment procurement, maintenance, or both. OST has established indefinite delivery, indefinite quantity contracts for each technology. Maintenance contracts are fixed price. The contractor shall support the COTR in administering and monitoring technology contracts in accordance with federal, DHS, and TSA COTR requirements. This support shall consist of the following but is not limited to:

- Provide Task Order (TO)/Delivery Order (DO) management;
 - Track status to ensure work is progressing according to proposed cost and schedule and to ensure expiring periods of performance are extended (when necessary) no less than 30 days prior to expiration of period performance. If an extension is not necessary, ensure that a procurement request (PR) is submitted to begin closeout process.

- Develop SOWs for new TO/DO that provides the vendors with required delivery dates, tasks of work and deliverables required.
- Coordinate and finalize PR packages to include at a minimum, PR form, SOW, and Independent Government Cost Estimate (IGCE). Non-complex packages shall be completed within 5 days; complex packages within 14 days.
- Determine whether open TO/DO should be modified to accomplish necessary new work or prepared for closeout.
- Track, review, evaluate, and prepare comments on OEM CDRLS to advise the COTR of any issues.
- Post and update all OEM CDRLS to the COTR SharePoint Library.
- Maintain COTR Audit documents library on SharePoint to include OEM CDRLS, Contracts and PMR Documentation.
- Provide hardcopy COTR documentation in accordance with applicable TSA Acquisitions retention and audit guidelines.
- Prepare and maintain receiving reports based on products or services received on TO/DOs.
- Establish surveillance plans for contracts to ensure compliance with contract terms and conditions.
 - Contractor shall provide a format for approval by the COTR.
 - Contractor shall witness testing and provide technical support as needed.
 - Contractor shall perform surveillance in accordance with approved surveillance plan
 - Contractor shall verify successful completion of tasks and provide verification of hours worked on time and materials or labor hour contracts
 - Contractor shall review invoices to track hours worked, labor categories, and materials are appropriate and in accordance with TO/DO proposal.
- The contractor shall develop and maintain a product status report/overview for each contract. The report shall consist of at a minimum:
 - Dashboard – The dashboard shall provide a quick look of the overall contract
 - Contract status to include current funding, obligation, and ceiling left on the contract.
 - Open TO/DOs with periods of performance
 - Deployment schedule/production
 - Identify any risks in projects in regard to schedule slippage and/or cost increases.
- Archive contract records (e.g. SOW, CDRLs, DIDs, deliverables, etc.) in compliance with TSA MD 200.7 (Records Management Program), and OST Functional Requirements and Specifications for OST Document Management.
- Track inventories and make recommendations for purchases based on just in time inventory control.

- Configuration Management support to include participation in CCB meetings, as required
- Program management review support, including participation, action items, recording and distributing meeting highlights
- Track and report on program issues/trouble reports and provide recommended action items.
- Participate in the evaluation of the OEM's quality programs and perform audits of OEM quality management systems, as required.
- Participate in the technical review of proposals as needed.
- Action items – identify, document, track and complete as required

4.4.2. Future Technology Support and Associated Reporting

The Contractor shall assist OST with planning and technical review associated with future screening technologies which are in R&D and OT&E phases of the equipment life cycle. The Contractor shall coordinate with all applicable stakeholders within OST to assure that the Program Management Office (PMO) is adequately planning for and supporting future technology requirements. As a minimum, this support shall include:

- Coordinate with associated OST organizations on the status/schedule of future technologies.
- Provide liaison to OST Engineering Branch for technical support/review of future technology documents.
- Critical Design Review (CDR)/ Preliminary Design Review (PDR) support, to include participation in CDR/PDR meetings and completion of assigned action items.
- Assist in Technical Interchange Meetings (TIMs) on an as needed basis.
- Budgetary support for future technologies including analysis, estimating, projections and tracking.
- Action items – identify, document, track and complete as required.

4.4.2.1. New OEM Contract Acquisition Support

The contractor shall assist in the procurement of new OEM equipment contracts necessary to support the mission of the OST. As a minimum, this support shall include:

- Assist in the development of overall PR package documentation and coordinate various stakeholder inputs.
- Support preparation for and participate in industry day;
- Develop and Maintain OEM question tracker following industry day and assist in tracking/response to OEM questions;
- Develop PR documentation package (e.g., PR summary sheet, SOW, Quality Assurance Surveillance Plan (QASP), IGCE, etc.) for submission to OST's Business Management Office (BMO).
- Track outstanding PRs and report on status to PMO.
- Action items – identify, document, track and complete as required.

4.5. Life Cycle Logistics Support

The Contractor shall provide life cycle logistics support services for security screening equipment (SSE). The Contractor shall develop life cycle logistics plans and procedures, provide oversight of maintenance and logistics programs implemented by OEM and third party Maintenance Service Providers (MSP), and seek to improve the utilization, operational effectiveness and cost efficiency of current and future SSE. Configuration management of SSE is another important role of life cycle logistics.

4.5.1. Integrated Logistics Support (ILS) Planning and Requirements Development

The Contractor shall develop performance-based logistics strategies that optimize total system availability and life cycle cost. Consistent with approved logistics strategies, the Contractor shall develop ILS inputs to requirements documents (e.g. specifications), program plans (e.g. acquisition strategy plans, ILSP), and acquisition documentation (e.g. Exhibit 300).

Contractor support shall include, but not be limited to:

- Develop and maintain a Life Cycle Support (LCS) strategic plan that is consistent with DHS, TSA and OST strategic planning goals and objective. The plan shall recommend and define LCS goals and objectives necessary to implement higher level strategic plans. The plan shall also identify and evaluate alternative strategies to increase competitive contract opportunities for life cycle support, including competition for equipment maintenance and call center operations, as well as promoting life cycle costs as a source selection criterion for competitive equipment procurements.
- Develop management control objectives for each LCS Strategic Plan goal in accordance with TSA MD 1000.10-1 (Management Control Program) and the Management Control Program Manual.
- Develop strategies to implement Reliability Centered Maintenance (RCM) on equipment maintenance contracts to improve operational availability and maintenance efficiency by leveraging Security Technology Integrated Program (STIP) initiatives.
- Develop strategies to implement Remote Maintenance Monitoring (RMM) capabilities.
- Document logistics strategies into ILS plans for EBSP and PSP, and up to 2 other programs (e.g. Cargo). The Contractor shall coordinate with TSA Operational & Technical Training (OTT) division to define training requirements and plans for incorporation into ILS plans.
- Translate logistics strategies into statement of work requirements for incorporation into SSE maintenance contracts. Prepare associated CDRLs and DIDs to obtain the necessary logistics products.
- Obtain schedules for security equipment procurements and decommissionings, forecast the associated maintenance budget impacts, and communicate findings to OST Life Cycle Support personnel.
- Prepare logistics analyses and studies to define requirements to improve overall life cycle support
- Develop life cycle support/ logistics inputs in support of DHS and TSA Acquisition Reviews in compliance with DHS Acquisition Directive 102 and TSA MD 300.8 (Acquisition Program Planning, Review and Reporting)
- Create, maintain and implement an emergency preparedness plan in accordance with TSA MD 3300.2 to ensure security equipment, that may be needed to support the variety of TSA emergency needs, is identified along with a process for obtaining such equipment; and that identifies a process for expeditiously assessing equipment damage and repairing it following emergency events (e.g. hurricanes).
- Conduct Post Implementation Reviews (PIR) and operational analyses for fielded SSE to examine whether SSE performance is meeting expected results, identify performance gaps or opportunities to improve performance/ reduce life cycle costs, and develop recommendations for TSA implementation.

Create, maintain and implement an Asset Management Plan for the efficient use of security equipment in the TSA warehouse. Plan shall describe the responsibilities and procedures for

inventorying and assigning condition codes for security equipment in the warehouse; considering quantities of re-deployable equipment available in the warehouse when making new equipment procurements; and transferring to other DHS component agencies or disposing of security equipment that is excess to TSA requirements.

4.5.2. Maintenance and Logistics Program Support

The Contractor shall assist TSA to provide life cycle logistics support expertise to OST program offices and LCS maintenance COTRs.

Contractor support shall include, but not be limited to:

- Develop and maintain an organizational plan that defines each element in Life Cycle Support (e.g. Maintenance, Configuration Management); explains how each integrates with the other LCS elements and with OST program offices; and defines procedures and “best practices” for each element.
- Attend weekly Integrated Product Team (IPT) meetings and monthly Program Management Reviews (PMR) with OEM/ maintenance contractors. Meetings generally rotate between TSA headquarters and the OEM/ maintenance contractor’s facilities.
- Research call center/ MSP maintenance data to analyze individual maintenance tickets, compile maintenance history by equipment or airport, and report findings to OST LCS. In response to field requests (e.g. Remag) to replace security equipment due to maintenance problems, analyze field maintenance data and provide recommendations to LCS maintenance COTR.
- Perform customer liaison activities between airports, OEMs, and maintenance service providers to resolve escalated customer trouble reports.
- Investigate and develop recommended solutions to life cycle support issues of importance to the National Advisory Council (NAC).
- Develop inputs to the EBS and PSP Test and Evaluation Master Plans (TEMP) for assessment of TSE RMA at the TSIF and during Operational Test & Evaluation (OT&E). Coordinate with System Evaluation Team (SET) personnel (e.g. IPT test leads; Engineering & Operational Integration (E&OI) personnel, etc.) to implement and assess RMA & logistics supportability.

4.5.3. Logistics Engineering

The Contractor shall provide logistics engineering support to ensure proposed configuration changes adequately address supportability impacts, and to drive performance improvements to specifications for new equipment procurements based on supportability problems experienced by currently fielded equipment.

- Review Engineering Change documents (e.g. ECP, RFW, RFD) to identify the impact of proposed changes on the maintenance and supportability of security equipment.
- Analyze security equipment designs and field problem reports to identify and propose engineering changes with potential to improve reliability, maintainability and availability performance, or to reduce maintenance costs.
- Develop and maintain an equipment life cycle replacement (recapitalization) plan that describes the TSA strategy for determining when to replace legacy equipment, and whether to replace or refurbish it. The overall objective is to reduce the life cycle cost of acquiring and maintaining security equipment to meet screening operational requirements.
- Investigate, analyze and recommend candidates for equipment life cycle replacement (aka recapitalization).
Perform life cycle analysis for individual security equipment end items. Research equipment designs to identify and recommend whether Economic Service Life (ESL) is a relevant factor in

making recapitalization decisions and, if so, at what service life. Determine feasibility of security equipment refurbishment and, if so, develop recommendations for implementation as part of the recapitalization strategy.

4.5.4. Configuration Management Support

The Contractor shall provide Configuration Management (CM) support to develop, establish, implement and maintain CM policies, practices, procedures, and work instructions for engineering activities and products. MIL-STD-973 shall be used for guidance in implementing CM. CM support will be provided to TSA personnel working at the TSIF, TSA headquarters, and at the Transportation Security Laboratory (TSL) in Atlantic City, NJ.

4.5.4.1. Configuration Management Planning & Administration

The Contractor shall provide planning and administration support including, but not limited to, the following areas:

- Update and implement the overall OST CM Plan. If required, develop or review system-specific CM Plans.
- Update and implement the Standard Operating Procedures (SOP) for internal OST CM activities
- Prepare and review CM requirements for acquisition of equipment and services.
- Review and comment on vendor CM plans.
- Participate in technical reviews as required.
- Update the Configuration Management Information System (CMIS) CM Library with all new configuration items and configuration control changes (e.g. ECP, RFW, RFD)
- Document meeting minutes, correspondence, and perform distribution as required.
- Generate correspondences for OST Contracting Officer (CO) related to contractual CM issues, including government comments and approval of CM deliverables.
- Attend weekly IPT meetings to ensure CM issues are identified and resolved.

4.5.4.2. Configuration Identification

The Contractor shall provide configuration identification support for the following areas including, but not limited to:

- Participate and recommend selection criteria for configuration items (CI).
- Review, analyze, and report on CI documentation including Master Configuration Item Lists (MCIL).
- Review and comment on Configuration Audit Plans
- Conduct Functional and Physical Configuration Audits (FCA/ PCA) for the initial procurement of new security equipment, as well as audits of deployed systems
- Maintain CI documentation and configuration audit records in the CMIS CM database
- Prepare meeting agendas, minutes, schedules, and audit reports.

4.5.4.3. Configuration Control

The Contractor shall provide configuration control support for the following areas including, but not limited to:

- Preparing Configuration Control Board (CCB) documentation (e.g. agendas, schedules, meeting minutes, correspondence, reports, etc.).

- Distribute ECP/RFD/RFW for internal TSA review. Verify that the configuration baseline which the ECP/RFD/RFW proposes to change matches with the TSA master configuration baseline that is documented in the CM library.
- Update and maintain the TSA Systems Integration Facility (TSIF) security equipment in the latest approved hardware and software configuration baselines. Arrange for testing proposed configuration changes in the TSIF to verify and assess operational impacts.
- Perform data entry to maintain database documentation.
- Participate in CCB meetings.

4.5.4.4. Configuration Status Accounting

The Contractor shall provide configuration status accounting (CSA) support for the following areas including, but not limited to:

- Assist in the establishment of OEM CM contractual requirements and verify OEM compliance related to configuration status accounting
- Review and comment on vendor CSA reports.
- Maintain CSA information in the CMIS database.
- Generate reports from the CM database summarizing the configuration status of fielded security equipment end items compared to their approved configuration baselines. The Contractor shall report the status of retrofit plans/ schedules.

A Configuration Status Accounting Summary shall be prepared.

4.5.4.5. Life Cycle Cost Analysis

The Contractor shall develop and update Life Cycle Cost Estimates for each security technology. The projected useful service life of equipment shall be used to estimate life cycle maintenance costs.

4.6. Independent Validation and Verification (IV&V)

The Contractor shall provide technical and engineering expertise to support the TSA in the following testing, verification, and reporting efforts:

4.6.1. Engineering Analysis and Assessment

4.6.1.1. Technical Interchange Meetings (TIMs)

The Contractor shall provide subject matter experts (SMEs) in the areas of SSE testing to participate in TIMs with SSE original equipment manufacturers (OEMs) to ensure that IV&V issues are presented to and addressed by OEMs. It is anticipated that five (5) such meetings per year shall be supported under this contract and travel to TSA HQ will be required for these meetings.

4.6.1.2 Discrete Analysis and Assessments

The contractor shall perform discrete analyses and assessments related to SSE performance and the effects on SSE testing. Qualified Subject Matter Experts (SMEs) shall be used to perform the analysis. It is anticipated that five (5) such analyses per year will be required under this task.

4.6.2. Test Articles Development and Maintenance

4.6.2.1. Development, Manufacturing, and Maintenance

The Contractor shall develop and implement a System Engineering Management program for the definition, development, verification, manufacturing, and testing of required test equipment/articles for

First Article Test and Evaluation (FAT&E), Factory Acceptance Tests (FATs), Site Acceptance Test (SATs), Operational Readiness Tests (ORTs), and Integrated SATs (iSATs).

4.6.2.2. Test Article Development

The Contractor shall develop, test, validate, manufacture, control, and maintain test articles and test kits required during Factory Acceptance Tests, Site Acceptance Tests, Operational Readiness Tests, Integrated Site Acceptance Tests, and Security Equipment Performance Tests. The Contractor shall prepare a specification and associated drawings for each type of test article and test kit developed. The Contractor shall deliver (1) test article specifications and drawings for developed test articles and test kits, (2) any software developed to analyze images produced by the test articles and test kits, to include documentation, and source and object code, (3) any databases developed to track security equipment performance based on results obtained from utilizing the test articles and test kits, and (4) any operator manuals required to utilize the test articles and test kits.

4.6.2.3. Special Test Article Development

The Contractor shall design, document, and manufacture specialized test articles to perform Security Equipment Performance Tests (SEPTs). The Contractor shall purchase all required materials and services as needed to produce the special test articles. These test articles are expected to be “one-off” designs which are needed to check SE performance under specific test conditions or scenarios and are different than production test articles, which are used for routine FAT&E/FAT/SAT/iSAT testing. It is anticipated that up to 10 SEPTs per year may need to be supported under this Contract.

4.6.2.4. Integrated Logistics Support

The Contractor shall establish and maintain an ILS program to ensure the government test equipment is fully supported through its entire lifecycle.

4.6.2.5. Configuration Management Program

4.6.2.5.1. Configuration Management

The Contractor shall establish, implement and maintain a Configuration Management (CM) Program using MIL-STD-973, "Configuration Management," as tailored in this section of the SOW. The CM program shall provide an organizational structure with configuration identification and control methods, configuration audits, and configuration status accounting procedures for test articles and test kits, associated test equipment and materials, including both hardware and software. The Contractor shall identify a single focal point, under the Program Manager, who will serve as the primary point of contact for all communication on CM-related issues. The CM requirements are applicable to all test articles and kits, associated equipment/materials and all deliverables produced or maintained under this contract. The Contractor shall follow MIL-STD-973, Paragraph 4 - GENERAL REQUIREMENTS, including subparagraphs. Note: Any reference to “Military” in the MIL-STD is to be interpreted as the government for this contract.

4.6.2.5.2. Configuration Management Plan

The Contractor shall develop a Configuration Management Plan (CMP) using MIL-STD-973 subparagraph 5.2.1 and Appendix A.

4.6.2.5.2.1. Configuration Baselines

The Contractor shall maintain the configuration baseline and the required documentation to support this baseline. The approved Product Baseline will be established after successful completion of the Functional Configuration Audit/Physical Configuration Audit (FCA/PCA).

MIL-STD-973 paragraph 5.3.4 and subparagraphs 5.3.4.1, 5.3.4.1.3 and 5.3.4.2 shall be followed for establishing and maintaining the Product Baseline.

4.6.2.5.2.2. Configuration Identification

The Contractor's PDL shall retain all documentation for identification, control and status accounting of all Configuration Items (CIs) throughout the program life cycle. The Contractor shall identify each CI and its configuration documentation per MIL-STD-973 paragraph 5.3.6 and subparagraphs 5.3.6.3 through 5.3.6.6, 5.3.6.6.2, 5.3.6.7, 5.3.6.7.1 through 5.3.6.7.3. The configuration item identification shall be available in a Master Configuration Item Listing (MCIL).

4.6.2.5.2.3. Configuration Control

The Contractor shall apply configuration control measures to each baseline CI, and its configuration documentation per MIL-STD-973 paragraph 5.3.5 and subparagraph 5.3.5.1. The Contractor's configuration control system shall provide effective means, as applicable, for proposing changes to CIs and ensuring implementation of the approved change. The Contractor shall maintain configuration control of hardware, software, firmware, and developmental/commercial documentation. The Contractor shall maintain configuration control of hardware to the Line Replaceable Unit (LRU) level and software to the version level.

4.6.2.5.2.4. Engineering Change Proposal (ECP)

The Contractor shall establish and maintain a system for control and submittal of engineering changes per MIL-STD-973 paragraph 5.4 including all subparagraphs except the following: 5.4.2.3.3.1.2, 5.4.2.3.5.1, 5.4.2.3.5.2, 5.4.2.3.6.2 - 5.4.2.3.6.5, 5.4.2.4.4, and 5.4.2.4.5.

4.6.2.5.2.5. Request for Deviation (RFD)

The Contractor shall establish and maintain a system for control and submittal of deviations per MIL-STD-973 paragraph 5.4.3 and subparagraphs.

4.6.2.5.2.6. Request for Waiver (RFW)

The Contractor shall establish and maintain a system for control and submittal of waivers per MIL-STD-973 paragraph 5.4.4 and subparagraphs.

4.6.2.5.3. Configuration Status Accounting

The Contractor shall maintain a Configuration Status Accounting (CSA) Information System to assure accurate identification of each CI. The Contractor shall ensure that the CSA information is available for review by the government, upon request. The CSA information shall be available in the Contractor's PDL as a monthly Configuration Status Accounting Report (CSAR). The Contractor shall use MIL-STD-973 paragraph 5.5 and associated appendices for guidance in establishing the CSA Information System. The CSA System shall be described in the CM Plan.

4.6.2.5.3.1. Configuration Audits

The Contractor shall support configuration audits using MIL-STD-973 paragraph 5.6 and subparagraphs. The Contractor shall prepare and submit a Configuration Audit Plan for FCA/PCA. The Contractor shall be responsible for ensuring that subcontractors, vendors, and suppliers participate in the configuration audits, as proposed and approved via the Configuration Audit Plan. The Contractor shall prepare and submit a Configuration Audit Summary Report documenting the findings of each audit.

4.6.2.5.3.2. Functional Configuration Audit

The Contractor shall support a Functional Configuration Audit (FCA) using MIL-STD-973 as

guidance. The FCA shall be conducted in conjunction with the First Article Test and Evaluation (FAT&E). The FCA will include the verification of test articles and test kits and associated equipment requirements irrespective of the test guidance provided from any requirements or verification test matrix. The intent is to audit the attainment of all functional requirements and to validate their attainment during the FCA. Upon successful completion of the FCA a Physical Configuration Audit will be performed.

4.6.2.5.3.3. Physical Configuration Audit

The Contractor shall support a Physical Configuration Audit (PCA) of a first production test article and test kit and associated equipment prior to the start of production. Subcontractor, vendor, and supplier PCAs shall be performed for CIs developed for the SET procurement or modified for use by other than the SET contractor. Successful completion of the PCA shall include, but not be limited to, successful conclusion of FCA and government approval of the Contractor's final submission of the associated CDRL items.

4.6.2.6. Required Authorizations.

The Contractor shall work with the TSA to ensure that required authorizations (detailed below) are obtained as needed for this task.

- Contractor shall procure TSA approved explosives simulants. TSA authorization shall be provided directly to the explosive simulant supplier(s). The contractor shall provide, as an attachment to their proposal, a sample authorization letter and a list of proposed simulant suppliers (with contact information).
- Contractor shall use airport systems as part of the test article verification process. TSA authorization required.
- Contractor shall use factory accepted units at the OEM facilities as part of the test article verification process. Factory authorization required.

4.6.2.7. Reporting Requirements:

Security Equipment Database-- The Contractor shall maintain the Security Equipment Database. This database shall collect all relevant testing data for individual security equipment witness/tested or to be witness/tested by the Contractor.

Test Article/Test Kit/Equipment Database-- The Contractor shall establish and maintain a Test Article/Test Kit/Equipment database. This database shall be a collection of data that documents the design, production, test, and maintenance of Contractor-prepared and maintained security test articles and test kits, both hardware and software. All security test articles/test kits and associated equipment manufactured or procured by the Contractor shall be tracked in the database. The Contractor's plan for preparing and maintaining this database shall be documented in the PMP. A summary of data contained in this database shall be included in program status reports and PMRs.

4.6.3. FAT/SAT Support

4.6.3.1. Plan/Procedure Review

The contractor shall review new or updated SSE FAT/SAT plans/procedures and provide comments and questions to the TSA OEM COTR when requested. The contractor will participate in teleconferences related to the review of plans/procedures as needed by the TSA OEM COTR.

4.6.3.2. Test Report Review and Documentation Maintenance

The Contractor shall review OEM failure analysis test results and provide comments on the nature of the failure and its impact on SE validation and acceptance. This analysis is often required when site acceptance test (SAT) results are inconclusive and a detailed offline analysis is

needed prior to SE acceptance. It is anticipated that 150 such analyses will be required per year under this task.

The Contractor shall maintain a Program Trouble Report (PTR) database. This database will document each SSE testing failure or problem discovered during testing and also document the corrective action taken (if any) to resolve the problem. Monthly status reports shall be generated and delivered to TSA documenting PTR contents.

4.7. Evaluation and Operational Integration (E&OI) Support

The Contractor shall provide services as required to support the E&OI section in developing and implementing strategies for technology evaluation and eventual transition to operational environments. This includes monitoring studies to evaluate security technologies, processes, and policies; reviewing, analyzing, and assessing data obtained from various testing programs and other data sources to evaluate system effectiveness and suitability; deriving evaluation criteria and incorporating transportation vector expertise in developing overall methodologies; applying engineering, scientific, and mathematical techniques to solve complex operational and functional testing problems and issues; and applying systems analysis techniques (such as linear programming, simulations, and other mathematical analyses), engineering principles, and operational expertise to identify improvements to systems and technologies that screen passengers, accessible property, checked baggage, and air cargo for explosives, incendiaries, weapons, and other prohibited items onboard aircraft and other transportation vectors (rail, highways, and waterways) and enhance perimeter and infrastructure security. The Contractor shall provide support to ensure successful test and evaluation of complex aviation and other transportation security systems through the application of systems analysis, engineering, scientific and mathematical concepts, principles, methods, and techniques. This support shall include providing technical and / or transportation domain expertise for analytical projects, studies, and testing and evaluation planning and follow-up activities.

4.7.1. Engineering Analysis

The contractor shall plan and develop comprehensive and continuous evaluations of aviation security and other transportation vector systems in support of TSA objectives, using sound engineering and systems analysis theories and methodologies, in accordance with acquisition and testing and evaluation guidelines, and applying the findings of such studies to support DHS / TSA initiatives.

Support shall include monitoring execution of integrated testing and evaluation strategies in general, and monitoring execution of operational testing and evaluation activities in particular, for acquisition programs, technology readiness evaluations, concept demonstrations, and other T&E events in order to assess and enhance the effectiveness, efficiency, and suitability of OST systems and technologies.

4.7.2. Systems Analysis

The contractor shall apply expertise in transportation vector operations, engineering, operations research, database design and applications, computer simulation, and operational impact analyses, cost/benefit analyses, data process modeling/analyses of problems, and regression analyses to ensure successful transition of complex systems and technologies to the field environment.

4.7.3. Data Analysis

The Contractor shall analyze data and provide supporting engineering analyses to provide critical information to OST management in achieving organizational goals and objectives, provide input to optimization efforts; modeling and simulation; fault isolation, detection and remediation

activities; and operational impact analyses; and related continuous improvement efforts for major OST programs and projects.

Support shall include synthesis of findings and drawing of conclusions from multiple data sources and analyses, and providing oral/written recommendations for TSA consideration, review, and approval.

4.8. Safety and Optimization Technical Support

The Contractor shall support the Safety and Optimization Branch of OST in the following areas:

4.8.1. Safety Hazard Mitigation

The contractor shall provide the technical & administrative support services necessary to assist the Branch with planning and execution of projects, including any of the following functions:

- Plan and conduct airport site visits as directed by TSA to identify safety issues requiring resolution, and submit recommended solutions to TSA.
- Review airport project proposals (which may include associated construction projects) to identify required corrections or mitigations of unsafe, hazardous, and/or especially harsh screener working environment conditions that contribute to on-the-job accidents & injuries or illnesses.
- Assist the Optimization & Safety Project Manager with collection, collation, analysis, presentation and reporting of baseline & post-deployment performance data.
- Safety Related Technical Support.

The contractor shall provide general technical support and coordination for Safety Hazard Mitigation, and Ancillary Equipment activities. Tasks will include:

- Collecting and analyzing information
- Providing specific safety or related expertise as required by the Government.
- Reviewing designs, drawings, and plans for new construction or renovation of passenger checkpoints and baggage screening locations

4.8.2. Optimization & Safety Site Visit Support

In support of the TSA Optimization and Safety Team visits, the Contractor shall provide the following field support and deliverables:

The contractor shall provide one (1) person to accompany the TSA team on the initial site visit. This person shall be a project manager or equivalent with multidisciplinary knowledge and skills to include: architectural and engineering systems, baggage handling systems, and checkpoint systems. The specific timing for the Contractor's participation in each airport visit will be determined by the TSA Optimization and Safety Team leader for that visit or by the COTR.

The contractor shall provide an Initial Site Survey Report for all airports visited, within five (5) business days of completion of the trip. The report shall include:

- A summary of the activities conducted and areas surveyed during the visit.
- A list of all the observations and recommendations made by the team.
- Any supporting material generated or developed during the visit, including but not limited to sketches, photographs, and other documents that support the recommendations.

TSA may identify a need for additional subject matter expertise, one (1) additional person at the senior engineer or equivalent level of experience shall accompany and support the initial site visit. This person shall have specific knowledge of one or more of the following disciplines: baggage handling systems, checkpoint systems, mechanical and electrical systems, occupational safety and health, and/or acoustical specialist.

5. Government Furnished Information (GFI)

The Government will provide the following information:

OST PR package standard operating procedures.

TSA MD 300.8

TSA COTR Handbook

DHS MD 1400 and AD 102

OMB 300 guidance

6. Government Furnished Facilities

The Government will not provide any dedicated work space for Contractor personnel. The Government may arrange conference room space for interviews, meetings, or other on-site activities needed to complete the work. Because of limited space, the contractor shall notify the COTR when meeting space is necessary at least five (5) days prior to the need. The government will make all efforts to accommodate the contractors' needs for temporary space for meetings, interviews, or other on-site activities.

7. Government Furnished Equipment (GFE)

The contractor will be required to access the TSA information technology system. The government will provide up to ten white packages for use at the contractor's facility and will provide access to the TSA IT system. The contractor shall ensure that the equipment is stored in a secured area to ensure the security of the equipment and that unauthorized personnel are not provided access to the TSA IT system.

8. Use and Sensitivity of Records

All TSA and other government forms, records, reports, and data to which contractor personnel will have access are the property of TSA and shall be used solely for performing the work described in this SOW. Contractor personnel shall not use, disclose, or retain any materials except as described in this SOW or as directed by the Contracting Officer's Representative (COR).

9. Travel

Contractor personnel shall travel as needed to accomplish work as directed by this SOW. Work locations will primarily be at various transportation sites and other locations throughout the continental United States but may include other non-continental United States locations. The TSA COR shall approve all travel in advance of its occurrence. The Contractor shall not be reimbursed for any unauthorized travel.

The Government will reimburse the Contractor only for travel and per diem costs incurred in the performance of this contract. Reimbursement will be at cost only and in accordance with Joint Travel Regulations of the Federal Government. The Government will not reimburse the Contractor for travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience.

10. Deliverables

Each work product shall be submitted in draft for Government review and approval before preparation of the final deliverable. Development or preparation schedules and Government review periods shall be as defined. Written deliverables, charts, graphs, schedules, spreadsheets, analytic products, and databases will be developed using the Microsoft Office family of applications, or other standard commercial tools and applications if approved for use by the COR. No proprietary tools, software, or applications shall be used unless approved by the COR. All deliverables shall be delivered in both electronic and hard copy formats.

Category	Deliverable	Format	Due Date	Workload Estimates
Post-award Conference	PAC Agenda	Contractor	5 days prior to meeting	One time, with revision per Govt comments
Post-award Conference	PAC Minutes	Contractor	3 days after meeting	One time, with revision per Govt comments
Contract Management	Contract Transition Plan	Contractor	10 days after contract award	One time, with revision per Govt comments
Contract Management	Contract Management Plan	Contractor	30 days after contract award	One time, with revision per Govt comments
Contract Status Reporting	Monthly Contract Status Report	Contractor	Monthly 5 th day	Up to 12 per year
Contract Status Reporting	Periodic Contract Status Review Agendas	Contractor	5 days prior to meeting	Up to 12 per year
Contract Status Reporting	Periodic Contract Status Review Minutes	Contractor	3 days after meeting	Up to 12 per year
Financial Management	Monthly Contract Funds Status Report	Contractor	Monthly 5 th day	Up to 12 per year
Contract Document Library	Contract Document Library	Contractor format, as approved by Government	Within 30 days of contract end	One time
Quality Assurance Program	Quality System Plan	CDRL A001	With Proposal	One time, with revision per Govt comments

Meetings, Conferences, and Reviews	Meeting Agendas	Contractor format, as approved by Government	5 days prior to meeting	Up to 24 per year
Meetings, Conferences, and Reviews	Presentation Materials	Contractor format, as approved by Government	5 days prior to meeting	Up to 24 per year
Meetings, Conferences, and Reviews	Meeting Minutes	Contractor format, as approved by Government	3 days after meeting	Up to 24 per year
Project Management	Project Plans	Contractor format, as approved by Government	Within 10 days of tasking	Up to 12 per year
TSIF Test Planning, operations, and administration	Inventory Database	Contractor	Monthly 5 th day	Updates monthly
TSIF Test Planning, operations, and administration	Site Survey Checklists	Contractor	Within 5 days of tasking	Up to 2 per month
TSIF Test Planning, operations, and administration	Site Survey Reports	Contractor	Within 15 days of tasking	Up to 2 per month
TSIF Test Planning, operations, and administration	Test Plans	Contractor format, as approved by Government	Draft due 20 days before test Final due 5 days before test	Up to 2 per month
TSIF Test Planning, operations, and administration	Integrated Schedule	MS Project	30 days after receipt of tasking Updated Monthly	Est. 2 test events per month
TSIF Test Planning, operations, and administration	Test Reports	Contractor format, as approved by Government	Draft due 20 days after test Final due 5 days after test	Est. 2 test events per month

TSIF Test Planning, operations, and administration	Configuration management of test resources	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after assigned Updated quarterly thereafter	Est. 2 per month
TSIF Test Planning, operations, and administration	Installation checklists	Contractor format, as approved by Government	Within 5 days of tasking	Est. 2 per month
CTIQ Test Support	EDS Performance Data Analysis Reports	Contractor format, as approved by Government	Within 5 days of tasking	Est. 1 per month
Engineering Development	Technology Assessment Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter
Engineering Development	Design Analysis Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter
Engineering Development	Contract Data	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per quarter

Engineering Support Services	Operational Requirements Documents	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Engineering Support Services	Statements of Work	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Engineering Support Services	Technical Specifications	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Airport Design Reviews	Design Review Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 1 per month
Airport Design Reviews	Project Collaboration Website	Contractor format, as approved by Government	Within 90 days of contract award Updates monthly	One time, with monthly updates
Airport Design Reviews	Design Standards updates	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments	As required

Field Technical Support	BASE Team Reports	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per month
Cost Estimating	Cost Estimates	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Est. 3 per month
Continuous Improvement	Continuous Improvement Plans	Contractor format, as approved by Government	Within 90 days of contract award Updates Quarterly	Quarterly
Continuous Improvement	Continuous Improvement Metrics	Contractor format, as approved by Government	Draft due 20 days after assigned Final due 5 days after receipt of comments	Quarterly
Requirements Management	New requirements package	Government Format	Draft due 20 days after assigned Final due 5 days after receipt of comments Updated quarterly thereafter	Est. 6 per quarter

Requirements Management	Schedule of all technologies	MS Project	Developed for all technologies within the acquisition cycle and updated as needed at a minimum monthly	Up to 30 Technologies
Requirements Management	IPT support	Government Format	As required	One each week per technology
Requirements Management	Database	Government Format	As required	Update monthly
Requirements Management	Requirements Analysis	Government Format	Draft due 20 days after assigned Final due 5 days after assigned Updated quarterly thereafter	Up to 2 per month
T&E Support	Test Plan Review Comments	Government Format	As Required	Up to 5 per month
T&E Support	Test Data Review Comments	Government Format	As Required	Up to 5 per month
COTR Support	PR Packages	Government Format	Up to five days after tasking based on complexity	Up to 20 per COTR per month
COTR Support	Surveillance Report	Government Format	Monthly	One per contract
COTR Support	Project schedule tracking	Contractor format as approved by the Govt	Weekly	52 reports per contract.
COTR Support	Weekly Status reports	Contractor format as approved by the Govt	Weekly	52 reports per contract.
COTR Support	PR package review findings	Per OST PR Package SOP	As Required	Approximately 200 PR Packages are reviewed annually for all contracts.

COTR Support	Minutes for IPT/PMR meetings	Contractor format	As Required	Supply and Maintenance Contracts have approximately 1 PMR per month per contract.
COTR Support	CDRLs review findings	Contractor format	As Required	Maintenance contracts have approximately 4 annual and 5 monthly CDRL submissions
COTR Support	Receiving Reports	Govt. Format	As Required	Supply Contracts have approximately 10 equipment receipts per month.
COTR Support	Surveillance findings	Contractor Format	As Required	Minimum monthly
COTR Support	Product status report	Contractor format	Weekly	1 monthly per contract
COTR Support	Review of contractor quality program	Govt. format	Annually or more frequently as needed	1 QA Program per supply and maintenance contract per year.
COTR Support	Technical proposal and ECP review findings	Govt. format	Bi-Weekly or more frequently as needed	Approximately 30 per month
COTR Support	Industry Day presentations	Contractor format	Contractor will be given 7 days advance notice	Approximately 6 per year
COTR Support	Invoice tracking log and approval recommendations	Contractor format	As required	Approximately 20 maintenance invoices per month.
Life Cycle Support: ILS Planning and Requirements Development	Life Cycle Support Strategic Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by August 31	Approximately one per year

Life Cycle Support: ILS Planning and Requirements Development	Management Control Objective Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by August 31	Approximately one year
Life Cycle Support: ILS Planning and Requirements Development	Emergency Preparedness Plan	Contractor format	Initial draft 60 days after contract Final 10 days after receipt of government comments Update annually by March 31	Approximately one per year
Life Cycle Support: ILS Planning and Requirements Development	Inputs to Acquisition Plans and Self Assessment Questionnaires	Govt. format	Qtrly; as required	Approximately 4 per year
Life Cycle Support: ILS Planning and Requirements Development	Prepare ILSP for security equipment	Govt. format	Initial draft due 90 days after contract Final due 10 days after receipt of government comments Updated annually by September 30.	One for EBSP; one for PSP each year, plus up to 2 additional each year for another OST program (e.g. Cargo)
Life Cycle Support: ILS Planning and Requirements Development	ILS/ Maintenance Statements of Work	Govt. format	Draft due 30 days after assigned Final due 10 days after receipt of government comments	Approximately 6 per year

Life Cycle Support: Maintenance & Logistics Program Support	Organizational Plan and Procedures	Contractor format	Initial draft due 120 days after contract Final due 10 days after receipt of government comments Updated annually by September 30.	Approximately one per year
Life Cycle Support: Maintenance & Logistics Program Support	ILS Status Report including IPT meeting highlights; field service/ Remag analysis results; escalated trouble reports and resolutions; equipment procurements & decommissionings;	Contractor format	Weekly	Approximately 52 per year
Life Cycle Support: Maintenance & Logistics Program Support	Post Implementation Review/ Operational Analysis	Govt format	Submitted each May 15 and updated as required by TSA, DHS, and OMB.	Submittal and update to OST, TSA, DHS, and OMB for each program. May require updates at each review point.
Life Cycle Support: Maintenance & Logistics Program Support	National Advisory Council (NAC) issue analysis and recommendations	Contractor format	Quarterly; draft 10 days before each NAC meeting; final 10 days after NAC meeting that reflects decisions made	4 per year; plus up to 2 special reports
Life Cycle Support: Logistics Engineering	Supportability impacts of proposed ECPs	Contractor format	Bi-weekly; 2 days before each CCB	Approximately 26 per year
Life Cycle Support: Logistics Engineering	Potential design changes to improve RMA and reduce life cycle costs.	Contractor format	Initial report due 120 DAC; subsequent reports semi-annually	2 per year, or as identified.

Life Cycle Support: Logistics Engineering	Life Cycle Replacement Plan	Contractor format	Initial Draft due 90 DAC Final due 10 days after receipt of government comments Updated as required	Up to 2 updates per year
Life Cycle Support: Logistics Engineering	Life Cycle Replacement/ Refurbishment Reports	Contractor format	Initial Draft due 120 DAC Final due 10 days after receipt of government comments Updated as required	Up to 3 per year
Life Cycle Support: Logistics Engineering	Asset Management Plan	Contractor format	Initial Draft due 60 DAC Final due 10 days after receipt of government comments Updates as required	Up to 2 per year
Configuration Management: Planning & Administration	CM Plan	Government format	Initial Draft due 150 DAC Final due 10 days after receipt of government comments Annual update each September 30.	Up to 2 in first year; once a year in succeeding years
Configuration Management: Planning & Administration	CM Procedures	Government format	Initial Draft due 150 DAC Final due 10 days after receipt of government comments Annual update each September 30.	Up to 2 in first year; once a year in succeeding years

Configuration Management: Planning & Administration	CM Correspondence (e.g. CDRL comments)	Contractor format	As required	Up to 100 per year
Configuration Management	CM Status Report (e.g. issues, audit schedules, etc.)	Contractor format	Weekly each Friday	Approximately 52 per year
Configuration Management: Planning & Administration	FCA/ PCA audit reports	Contractor format	As required	Up to 10 per year
Configuration Management: Configuration Control	CCB Documentation (e.g. agenda, minutes, contracting officer's letters)	Contractor format	1 day prior to bi-weekly CCB	Per CCB, one agenda & minutes, up to 20 other letters
Configuration Management: CM Status Accounting	Configuration Status Accounting Summary	Contractor format	Monthly or as requested	Up to 18 per year
Evaluation and Operational Integration	Project Status Reports	Contractor format	Weekly	Up to 12 per year
Evaluation and Operational Integration	Trip Reports	Contractor format	As Required, within five days of completion of TDY	Up to 12 per year
Evaluation and Operational Integration	Analysis Reports and Briefings	Contractor format	As Required	Up to 12 per year

11. Transition

Task Order 001 is for Functional Area Support and is currently being performed by an incumbent contractor. The government will provide the TO 001 awardee contractor with a 90-day transition period. The contractor is expected to work with the incumbent contractor to support the government during this timeframe. Once this transition period is completed, the contractor shall be expected to be fully staffed and at full performance. The Contractor will be required to establish the required facility and personnel clearances within the 90-day transition period. The contractor shall provide a transition plan for Government approval.

12. Acronyms

BSIS	Baggage System Investment Study
CAD	Computer-Aided Design
CBIS	Checked Baggage Inspection System

CCP	Call Center Plan
CDD	Capability Development and Demonstration
CDRL	Contract Data Requirements List
CFR	Code of Federal Regulations
CM	Configuration Management
CO	Contracting Officer
COOP	Continuity of Operations Plan
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
CPO	Credentialing Program Office
CTD	Concept and Technology Development
DCRARA	Data Collection, Requirements Analysis, Reporting & Archival
DHS	Department of Homeland Security
DID	Data Item Description
DLI	Document Library Index
DoD	Department of Defense
DODSSP	Department of Defense Single Stock Point
ECP	Engineering Change Proposal
EDS	Explosives Detection System
EVM	Earned Value Management
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FAST	FAA Acquisition System Toolset
FAT	Factory Acceptance Test
GFE	Government Furnished Equipment

GFI	Government Furnished Information
iCMM	Integrated Capability Maturity Model
iSAT	Integrated Site Acceptance Test
IED	Improvised Explosive Device
IGCE	Independent Government Cost Estimate
ILS	Integrated Logistics System
IPT	Integrated Product Team
ISO	International Organization for Standardization
ISP	Integrated Support Plan
JRD	Joint Requirements Document
LRU	Lowest Replaceable Unit
MOA	Memorandum of Agreement
MD	Management Directive
O&M	Operations & Maintenance
ODC	Other Direct Cost
OEM	Original Equipment Manufacturer
OI	Operational Integration
OMB	Office of Management and Budget
OS	Operations & Support
OSARP	On-Screen Alarm Resolution Protocol
OST	Office of Security Technology
OTA	Other Transaction Agreements
P&D	Production & Deployment
PDL	Program Document Library
PGDS	Planning Guidelines and Design Standards
PMBOK	Project Management Body of Knowledge

PMI	Program Management Institute
PMR	Program Management Review
POC	Point of Contact
PPM	Program Planning and Management
PSR	Program Status Report
QA	Quality Assurance
QSP	Quality System Plan
RFD	Request for Deviation
RFP	Request for Proposal
RFW	Request for Waiver
RMA	Reliability, Maintainability, and Availability
S&T	Science & Technology
SF	Standard Form
SI	Systems Integration
SLMTP	System Level Master Test Plan
SME	Subject Matter Expert
SOW	Statement of Work
SPQA	Strategic Planning and Quality Assurance
SSI	Sensitive Security Information
T&E	Test and Evaluation
TEP	Test and Evaluation Plan
TIM	Technical Interchange Meeting
TSA	Transportation Security Administration
TSIF	TSA Systems Integration Facility
WBS	Work Breakdown Structure

Section D – Packaging and Marking

D.1 All supplies to be furnished under this contract shall be packed and marked in accordance with standard commercial practices as defined in ASTM-D-3951 for the packaging of supplies and equipment. The contractor shall ensure that packaging is sufficient to prevent damage to supplies and that shipping costs are minimized. The shipping documentation shall contain the following information:

- a. TSA contract number
- b. Contractor's name and address
- c. List of contents
- d. Delivery Order number
- e. Shipment Date

Section E – Inspection and Acceptance

E.2 CLAUSES INCORPORATED BY REFERENCE

- 52.246-4 Inspection of Services – Fixed Priced (AUG 1996)
- 52.246-5 Inspection of Services – Cost Reimbursement (APR 1984)
- 52.246-16 Responsibility for Supplies (APR 1984)

E.3 CLAUSES INCORPORATED IN FULL

- 52.246-15 Certificate of Conformance (Apr 1984)

(a) When authorized in writing by the cognizant Contract Administration Office (CAO), the Contractor shall ship with a Certificate of Conformance any supplies for which the contract would otherwise require inspection at source. In no case shall the Government's right to inspect supplies under the inspection provisions of this contract be prejudiced. Shipments of such supplies will not be made under this contract until use of the Certificate of Conformance has been authorized in writing by the CAO, or inspection and acceptance have occurred.

(b) The Contractor's signed certificate shall be attached to or included on the top copy of the inspection or receiving report distributed to the payment office or attached to the CAO copy when contract administration (Block 10 of the DD Form 250) is performed by the Defense Contract Administration Services. In addition, a copy of the signed certificate shall also be attached to or entered on copies of the inspection or receiving report accompanying the shipment.

(c) The Government has the right to reject defective supplies or services within a reasonable time after delivery by written notification to the Contractor. The Contractor shall in such event promptly replace, correct, or repair the rejected supplies or services at the Contractor's expense.

(d) The certificate shall read as follows:

I certify that on _____ [*insert date*], the _____ [*insert Contractor's name*] furnished the supplies or services called for by Contract No. _____ via _____ [*Carrier*] on _____ [*identify the bill of lading or shipping document*] in accordance with all applicable requirements. I further certify that the supplies or services are of the quality specified and conform in all respects with the contract requirements, including specifications, drawings, preservation, packaging, packing, marking requirements, and physical item identification (part number), and are in the quantity shown on this or on the attached acceptance document.

Date of Execution: _____

Signature: _____

Title: _____

Section F- Delivers or Performance

F.1 CLAUSES INCORPORATED BY REFERENCE

52.242-15 Stop-Work Order (APR 1984)
52.242-17 Government Delay of Work (APR 1984)

F.2 PERIOD OF PERFORMANCE

The Period of Performance shall begin upon contract award and consist of five 1 year ordering periods, not options. The total ordering period is 60 months.

Section G- Contract Administration Data

G.1. Contract Administration Data

CONTRACTING OFFICER	Beth Wann	571-227-1655
CONTRACT SPECIALIST	Venita Mathias	571 227-1201
CONTRACTING OFFICER'S REPRESENTATIVE	*	
CONTRACTOR'S REPRESENTATIVE	*	

*** Will be completed upon Contract Award**

G. 2. Invoicing

(a) Attention should be directed to Clause 52.232-25 entitled "Prompt Payment", which is incorporated into this contract by the applicable general provision in Section I herein. Furthermore, this provision shall be read and applied as modified herein.

(b) The contractor shall submit proper invoices to the address below.

United States Coast Guard Financial Center
TSA Commercial Invoices
P.O. Box 4111
Chesapeake, VA 23326-4111

(c) The COTR is responsible for verifying and certifying that the items or services have been inspected, accepted, and/or meet the requirements of the award.

(d) Invoices shall contain the following information:

- Mailing address for Contractor
- Invoice date and invoice number
- CLIN, Description, quantity, unit of measure, unit price, and extended price of services delivered and accepted by TSA
- The appropriate line of accounting for invoiced Contract Line Items
- Name and address of the Contractor official to whom payment is to be sent (must be the same as that in the agreement or in a proper notice of assignment)
- Name (where practicable), title phone number, and mailing address of person to notify in the event of a defective invoice
- Taxpayer Identification Number (TIN)

- Electronic funds transfer (EFT) banking information

(e) Supplemental Invoice Documentation: Contractors shall submit all supplemental invoice documentation (e.g. copies of subcontractor invoices, travel vouchers, etc) necessary to approve an invoice along with the original invoice. The Contractor invoice must contain the information stated in the Prompt Payment Clause in order to be received and processed by FinCen. Supplemental invoice documentation required for review and approval of invoices may, at the written direction of the Contracting Officer, be submitted directly to either the Contracting Officer, or the Contracting Officer's Technical Representative.

(f) Payment Status: Contractors may inquire on the payment status of an invoice by any of the following means:

- (1) Via the internet: https://www.fincen.uscg.mil/secure/PH_menu.htm
- (2) Contacting the FinCen Customer Service Section via telephone at (757) 523-6940 (Voice Option #1). The hours of operation for the Customer Service line are 8:00 AM to 5:00 PM Eastern Time, Monday through Friday. However, the Customer Service line has a voice-mail feature that is available 24 hours per day, 7 days per week.
- (3) Via the [Payment Inquiry Form https://www.fincen.uscg.mil/secure/payment.htm](https://www.fincen.uscg.mil/secure/payment.htm)

G. 3. Accounting and Appropriation Data

Accounting and appropriation data will be cited on individual task orders.

G. 4. Mandatory Information for Electronic Fund Transfer (EFT) Payment – Central Contractor Registration (CCR) (February 2003)

(a) Method of payment. For any payment to be made after June 1, 2001, the Contractor shall provide EFT information to the CCR database. Payments by the TSA under this contract, including invoice and contract financing payments, will be made by EFT, except as provided in paragraph (a)(1). If payment is made by EFT, the TSA may, at its option, also forward the associated payment information by electronic transfer. As used in this clause, the term "EFT" refers to the funds transfer and may also include the information transfer.

(1) In the event the TSA is unable to release one or more payments by EFT, the Contractor agrees to either:

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request the TSA to extend the payment due date until such time as the TSA can make payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required, as a condition to any payment under this contract, to provide the Central Contractor Registration (CCR) database with the information required in the CCR to make payment by EFT. The Contractor may register to the CCR online at www.ccr.gov, or call the CCR Assistance Center toll free at (888)-227-2423 and request the necessary registration forms. The Contractor must have a DUNS number to begin registration. To obtain a DUNS number, call Dun & Bradstreet, Inc. at (800) 234-3867. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(2) If the Contractor has identified multiple payment receiving points (i.e., more than one remittance address and/or EFT information set) in the CCR database, and the Contractor has not notified the TSA of the payment receiving point applicable to this contract, the TSA shall make payment to the first payment receiving point (EFT information set or remittance address as

applicable) listed in the CCR database.

(c) Mechanisms for EFT payment. The TSA may make payment by EFT through either an Automated Clearing House (ACH) subject to the banking laws of the United States or the Federal Reserve Wire Transfer System at the TSA's option. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) Notwithstanding the provisions of any other clause of this contract, the TSA is not required to make any payment under this contract until after the correct EFT payment information from the Contractor has been provided to the CCR database. No invoice or contract financing request shall be deemed to be valid, as defined by the Prompt Payment Act, until correct EFT information is received into the CCR database.

(2) Changes made to an existing record in the CCR database will become effective not later than the 30th day after receipt in the CCR database. However, the Contractor may request that no further payments be made until the changed EFT information is implemented into the CCR database. If such suspension would result in a late payment under the Prompt Payment clause of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Contractor EFT arrangements. The Contractor shall designate a single financial agent capable of receiving and processing the electronic funds transfer using the EFT methods described in paragraph (c) of this clause. The Contractor shall pay all fees and charges for receipt and processing of transfers.

(f) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the TSA failed to use the Contractor-provided EFT information in the CCR database in the correct manner, the TSA remains responsible for

- (i) making a correct payment,
- (ii) paying any prompt payment penalty due, and
- (iii) recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor-provided EFT information in the CCR database was incorrect, or was revised within 30 days at the time of TSA release of the EFT payment transaction instruction to the Federal Reserve System, and:

- (i) If the funds are no longer under the control of the payment office, the TSA is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of the payment office, the TSA retains the right to either make payment by mail or suspend the payment in accordance with paragraph (d) of this clause.

(g) EFT and prompt payment.

(1) A payment shall be deemed to have been made in a timely manner in accordance with the Prompt Payment clause of this contract if, in the EFT payment transaction instruction given to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(2) When payment cannot be made by EFT because of incorrect EFT information provided by the Contractor to the CCR database, no interest penalty is due after the date of the uncompleted or erroneous payment transaction, provided that notice of the defective EFT information is issued to the Contractor within 7 days after the TSA is notified of the defective EFT information.

(h) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the Assignment of Claims clause of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register in the CCR database and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information, which shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the TSA, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(i) Liability for change of EFT information by financial agent. The Contractor agrees that the Contractor's financial agent may notify the TSA of a change to the routing transit number, Contractor account number, or account type. The TSA shall use the changed data in accordance with paragraph (d) (2) of this clause. The Contractor agrees that the information provided by the agent is deemed to be correct information as if it were provided by the Contractor. The Contractor agrees that the agent's notice of changed EFT data is deemed to be a request by the Contractor in accordance with paragraph (d) (2) that no further payments be made until the changed EFT information is implemented by the payment office. The TSA is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(End of clause)

Section H – Contract Special Terms and Conditions

H-1 Contracting Officer Authority

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

H-2 Authorized Changes Only By the Contracting Officer

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contractor price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Name: Beth Wann

Address: Department of Homeland Security
Transportation Security Administration
Office of Acquisition, TSA-25
701 South 12th Street
Arlington, VA 20598

Telephone: (571) 227-1655

(End of clause)

H-3 News Releases

The contractor shall obtain explicit, written consent from the contracting officer before making reference to the equipment or services furnished pursuant to the provisions of this contract in any news release or commercial advertising, or in connection with any news release or commercial advertising.

H-4 3052.215-70 Key personnel or facilities (DEC 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

(Specify key personnel or facilities)

(End of clause)

H-5 Non-Personal Services

(a) As stated in the Federal Register, Volume 57, No. 190, page 45096, dated September 30, 1992, Policy Letter on Inherently Governmental Functions, no personal services shall be performed under this contract. No Contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the applicable employee supervisor. If the Contractor believes any Government action or communication has been given that would create a personal service relationship between the Government and any Contractor employee, the Contractor shall promptly notify the CO of this communication or action.

(b) The Contractor shall not perform any inherently governmental actions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work for. In all communications with other Government Contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other Contractor believes this communication to be a direction to change their contract, they should notify the CO for that contract and not carry out the direction until a clarification has been issued by the CO.

(c) The Contractor shall insure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's right in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

H-6 Personnel Requirements

Clearances

All personnel shall have appropriate clearances prior to the commencement of work for work performed at the contractor's facility. The Contractor will adhere to TSA MD 2800.71 for submission of appropriate information before commencement of work. The Government will vet the Contractor's personnel if a current clearance is not active. Some Contractor personnel may access classified materials; in this case, the Contractor will require a current SECRET clearance. TSA Personnel Security will review and process all proposed contractor employee clearance information to ensure identification and compliance with security requirements and practices.

Training

This effort requires that all Contractor personnel have appropriate DHS and TSA training. Recurring training is also required, usually on an annual schedule. Training includes, but is not limited to Information Security, Privacy/SSI Policy and Procedures, TSA Privacy, and Physical Security. The COTR and Program Security Officer will identify specific training requirements.

Privacy Training

All contractor personnel shall receive Program privacy training and Department of Homeland Security privacy training as part of the on-boarding process and thereafter must complete annual refresher privacy training. In addition, contractor personnel may be required to receive program-specific role-based privacy training.

SSI Handling

In accordance with 49 U.S.C. 114(s), SSI is information obtained or developed in the conduct of security activities, including research and development, the disclosure of which TSA has determined would:

- Constitute an unwarranted invasion of privacy (including, but not limited to, information contained in any personnel, medical, or similar file),
- Reveal trade secrets or privileged or confidential information obtained from any person,
- Be detrimental to the security of transportation.

SSI is a specific category of information that requires protection against disclosure. The governing document that defines the scope, categorization, handling and disposition of information deemed SSI is the 49 Code of Federal Regulations 1520 (<http://ecfr.gpoaccess.gov>). Although it is subject to certain legal disclosure limitations, SSI is not classified national security information subject to the handling requirements governing classified information.

All Federal employees and contractor employees possessing SSI are responsible for ensuring that the information and records containing SSI are safeguarded at all times from disclosure to unauthorized personnel. When the SSI for which an individual is responsible is not under the individual's direct physical control, the individual is responsible for ensuring that it is safeguarded and protected in such a way that it is not physically or visually accessible to persons who do not have a need to know, for example: when unattended, SSI must be secured in a locked container or office, or other restricted access area.

Prior to a contractor gaining access to SSI, the contractor must meet the processing requirements established by TSA Management Directive (MD) 2800.71.

.....

Section 508

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, they must ensure that it is accessible to people with disabilities. Federal employees and members of the public who have disabilities must have equal access to and use of information and data that is comparable to that enjoyed by non-disabled Federal employees and members of the public.

All EIT deliverables within this work statement shall comply with the applicable technical and functional performance criteria of Section 508 unless exempt. Specifically, the following applicable standards have been identified:

36 CFR 1194.21 – Software Applications and Operating Systems, applies to all Electronic and information technology (EIT) software applications and operating systems procured or developed under this work statement including but not limited to GOTS and COTS software. In addition, this standard is to be applied to Web-based applications when needed to fulfill the functional performance criteria. This standard also applies to some Web based applications as described within 36 CFR 1194.22.

36 CFR 1194.31 – Functional Performance Criteria applies to all EIT deliverables regardless of delivery method. All EIT deliverable shall use technical standards, regardless of technology, to fulfill the functional performance criteria.

36 CFR 1194.41 – Information Documentation and Support, applies to all documents, reports, as well as help and support services. To ensure that documents and reports fulfill the required “1194.31 Functional Performance Criteria”, they shall comply with the technical standard associated with Web-based Intranet and Internet Information and Applications at a minimum. In addition, any help or support provided in this work statement that offer telephone support, such as, but not limited to, a help desk shall have the ability to transmit and receive messages using TTY.

Exceptions for this work statement have been determined by DHS and only the exceptions described herein may be applied. Any request for additional exceptions shall be sent to the COTR and determination will be made in accordance with DHS MD 4010.2. DHS has identified the following exceptions that may apply:

36 CFR 1194.2(b) – (COTS/GOTS products), When procuring a product, each agency shall procure products which comply with the provisions in this part when such products are available in the commercial marketplace or when such products are developed in response to a Government solicitation. Agencies cannot claim a product as a whole is not commercially available because no product in the marketplace meets all the standards. If products are commercially available that meets some but not all of the standards, the agency must procure the product that best meets the standards.

When applying this standard, all procurements of EIT shall have documentation of market research that identify a list of products or services that first meet the agency business needs, and from that list of products or services, an analysis that the selected product met more of the accessibility requirements than the non-selected products as required by FAR 39.2. Any selection of a product or service that meets less accessibility standards due to a significant difficulty or expense shall only be permitted under an undue burden claim and requires approval from the DHS Office on Accessible Systems and Technology (OAST) in accordance with DHS MD 4010.2.

36 CFR 1194.3(b) – Incidental to Contract, all EIT that is exclusively owned and used by the contractor to fulfill this work statement does not require compliance with Section 508. This exception does not apply

to any EIT deliverable, service or item that will be used by any Federal employee(s) or member(s) of the public. This exception only applies to those contractors assigned to fulfill the obligations of this work statement and for the purposes of this requirement, are not considered members of the public.

H-7 3.14.6 Pre employment Security Screening of Contractor Employees (July 2004)

A. All employees assigned to work in a Transportation Security Administration (TSA) Facility, inclusive of all airports nationwide, under this contract will be required to undergo a pre-employment security screening investigation prior to being permitted to report to work. The Contractor shall ensure that each employee meets the following criteria:

1) Contractor employees must be US Citizens or Legal Permanent Residents. Only US Citizens can access TSA's Information Technology (IT) Systems.

2) Contractor employees must undergo a favorable Background Investigation.

a) The following Background Investigation Security Paperwork must be completed by the contractor employee and given to the Contracting Officer's Technical Representative (COTR) at least thirty-five (35) days prior to the employment start date:

1) Standard Form (SF) 86, Questionnaire for National Security. (The SF 86 is available at www.opm.gov under standard forms.)

2) Form FD 258, Fingerprint Cards. (Two (2) original Fingerprint Cards are required to be completed and signed by the person taking the fingerprints. Fingerprints can be taken by local law enforcement agencies.)

3) TSA Form 2201, Fair Credit Reporting Act Form.

a) The COTR will submit the Background Investigation Security Paperwork to the TSA Credentialing Program Office (CPO). This submission must take place at least thirty (30) days prior to the employment start date.

b) When a contractor employee voluntarily or involuntarily leaves his/her employment under a contract with TSA, the contractor must obtain and return the contractor employee's badge to the COTR on the contractor employee's last day of work at a TSA facility, inclusive of all airports nationwide. The COTR will return the contractor employee's badge to the Office of Security, Physical Security Division.

B. As stated above, contractor employees requiring staff-like access to TSA facilities on a recurring basis (more than 14 days per year) must have a favorably adjudicated fingerprint based criminal history record check, credit check and search of the Office of Personnel Management, Security/Suitability Investigations Index, prior to being issued a Permanent TSA Headquarters photo access passes. COTRs should advise the Office of Security, Physical Security Division, if the contract on which the contractor is working will last 90 days or less. Record checks may be conducted prior to or concurrently with a National Agency Check and Inquiries and Credit (NACIC) investigation. The NACIC is the minimum investigative standard for TSA contractor employees.

C. Contractor employees requiring temporary facility access for one to fourteen days or facility maintenance, routine delivery, etc., require only a fingerprint check and/or National Crime Information Center (NCIC) records check.

D. A contractor that participates in the National Industrial Security Program (NISP) may, through their COTR certify, in writing, that their employees have met the standard defined in Paragraph B. above.
(End of Clause)

H-8 Task Order Procedures

a) Only the Contracting Officer may issue Task Orders, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in the performance of Task Orders and modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

b) Prior to issuing a Task Order, the Contracting Officer will provide the Contractor with the following data:

- 1) A functional description of the work identifying the objectives or results desired from the contemplated Task Order.
- 2) A request for a Task Plan from the Contractor to include the technical approach, period of performance, appropriate cost information required to determine the reasonableness of the Contractor's proposal.

c) Within 10 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a Task Plan conforming to the request.

d) After review and any necessary discussions, the Contracting Officer may issue a Task Order to the Contractor containing as a minimum, the following:

1. Date of the order
2. Contract number and order number
3. Appropriation and Accounting Data
4. CLIN(s) & Description of Services to Be Performed
5. Place of Delivery/Performance (as applicable)
6. Period of time in which the services are to be performed, including start and end dates
7. Labor categories
8. The estimated price of the Order (FFP or CPAF)
9. A functional description of the work identifying the objectives or results desired from the Task Order, including special instructions or other information necessary for performance of the task.
10. Government-Furnished Information (GFI)/Government-Furnished Property (GFP)

e) If the Government approves the Task Plan as submitted, the Contracting Officer may sign the Task Order incorporating the Plan, resulting in a fully executed Task Order. If the Government disapproves the Task Plan, the Contractor shall negotiate with the Contracting Officer in good faith for a mutually acceptable Plan.

f) If agreement cannot be reached on a Task Plan, the Contracting Officer may unilaterally direct the Contractor to begin work on the Task Order in accordance with the Plan issued by the Government. Failure to agree will constitute a dispute subject to contract clause "CONTRACT DISPUTES".

H-5. Fair Opportunity

(a) The Contracting Officer will provide all awardees a “fair opportunity” to be considered for each order in excess of \$2,500, unless one of the conditions, below, applies.

(1) The agency need for such services is so urgent that providing a fair opportunity would result in unacceptable delays.

(2) Only one awardee is capable of providing the services required at the level of quality required because the services ordered are unique or highly specialized.

(3) The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to a Delivery Order already issued under this contract, provided that all awardees were given a fair opportunity to be considered for the original order.

(4) It is necessary to place an order to satisfy a minimum guarantee.

(b) Prior to award of individual delivery orders the Government will provide a statement of work and request a technical proposal for the purposes of evaluation. The award of the task order will be best value basis.

Section I – Contract Clauses

I.1 CLAUSES INCORPORATED BY REFERENCE

FAR PROVISIONS AND CLAUSES

- 52.202-1 Definitions. (JUL 2004)
- 52.203-3 Gratuities. (APR 1984)
- 52.203-5 Covenant Against Contingent Fees. (APR 1984)
- 52.203-6 Restrictions on Subcontractor Sales to the Government. (JUL 1995)
- 52.203-7 Anti-Kickback Procedures. (JUL 1995)
- 52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity. (JAN 1997)
- 52.203-10 Price or Fee Adjustment for Illegal or Improper Activity. (JAN 1997)
- 52.203-12 Limitation on Payments to Influence Certain Federal Transactions. (SEP 2005)
- 52.204-2 -- Security Requirements (Aug 1996)
- 52.204-4 Printed or Copied Double-Sided on Recycled Paper. (AUG 2000)
- 52.204-7 Central Contractor Registration. (JUL 2006)
- 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (JAN 2005)
- 52.211-5 Material Requirements. (AUG 2000)
- 52.215-2 Audit and Records-Negotiation (JUN 1999)
- 52.215-8 Order of Precedence – Uniform Contract Format (OCT 1997)
- 52.215-10 Price Reduction for Defective Cost or Pricing Data (OCT 1997)
- 52.215-12 Subcontractor Cost or Pricing Data (OCT 1997)
- 52.215-14 Integrity of Unit Prices. (OCT 1997)
- 52.215-14 Integrity of Unit Prices. (OCT 1997) - Alternate I (OCT 1997)
- 52.216-7 Allowable Cost and Payment (DEC 2002)
- 52.216-8 Fixed Fee (MAR 1997)
- 52.216-18 Ordering (Oct 1995)
- 52.216-22 Indefinite Quantity (OCT 1995)
- 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)
- 52.222-3 Convict Labor (JUN 2003)
- 52.222-19 Child Labor - Cooperation with Authorities and Remedies. (JAN 2006)
- 52.222-20 Walsh-Healey Public Contracts Act. (DEC 1996)
- 52.222-21 Prohibition of Segregated Facilities. (FEB 1999)
- 52.222-26 Equal Opportunity. (APR 2002)
- 52.222-26 Equal Opportunity. (FEB 1999) - Alternate I (FEB 1999)
- 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (DEC 2001)
- 52.222-36 Affirmative Action for Workers with Disabilities. (JUN 1998)
- 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (DEC 2001)
- 52.222-39 Notification of Employee Rights Concerning Payment of Union Dues or Fees. (DEC 2004)
- 52.222-50 Combating Trafficking in Persons (AUG 2007)
- 52.223-6 Drug-Free Workplace. (MAY 2001)
- 52.223-14 Toxic Chemical Release Reporting. (AUG 2003)
- 52.225-1 Buy American Act - Supplies. (JUN 2003)
- 52.225-3 Buy American Act - Free Trade Agreements - Israeli Trade Act. (JUN 2006)
- 52.225-13 Restrictions on Certain Foreign Purchases. (FEB 2006)
- 52.226-1 Utilization of Indian Organizations and Indian-Owned Economic Enterprises. (JUN 2000)
- 52.227-1 Authorization and Consent. (JUL 1995)
- 52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement. (AUG 1996)
- 52.227-14 Rights in Data – General (DEC 2007)

52.229-4 Federal, State, and Local Taxes (State and Local Adjustments). (APR 2003)
52.232-1 Payments. (APR 1984)
52.232-8 Discounts for Prompt Payment. (FEB 2002)
52.232-11 Extras. (APR 1984)
52.232-16 Progress Payments (APR 2003)
52.232-16 ALT I Progress Payments (APR 2003)
52.232-17 Interest. (JUN 1996)
52.232-19 Availability of Funds for the Next Fiscal Year. (APR 1984)
52.232-23 Assignment of Claims. (JAN 1986)
52.232-25 Prompt payment. (OCT 2003)
52.232-33 Payment by Electronic Funds Transfer - Central Contractor Registration. (OCT 2003)
52.233-1 Disputes. (JUL 2002)
52.233-1 Disputes. (JUL 2002) - Alternate I (DEC 1991)
52.233-3 Protest After Award. (AUG 1996)
52.233-4 Applicable Law For Breach Of Contract Claim (OCT 2004)
52.242-3 Penalties For Unallowable Costs (May 2001)
52.242-4 Certification of Final Indirect Costs. (JAN 1997)52.242-13 Bankruptcy (AUG 1996)
52.242-15 Stop-Work Order (Aug 1989)
52.243-1 Changes - Fixed-Price. (AUG 1987)
52.244-5 Competition in Subcontracting. (DEC 1996)
52.244-6 Subcontracts for Commercial Items (FEB 2006)
52.245-1 Property Records. (APR 1984)
52.246-23 Limitation of Liability. (FEB 1997)
52.249-2 Termination for Convenience of the Government (Fixed-Price). (MAY 2004)
52.249-8 Default (Fixed-Price Supply and Service). (APR 1984)
52.251-1 Government Supply Sources. (APR 1984)
52.253-1 Computer Generated Forms. (JAN 1991)

HSAR CLAUSES

3052.219-70 Small Business Subcontracting Plan Reporting (JUN 2006)
3052.217-93 Subcontracts (USCG) (DEC 2003)
3052.223-70 Handling of Hazardous Material
3052.223-90 Accident and fire reporting (USCG) (DEC 2003)
3052.211-70 Index for specifications (DEC 2003)
3052.242-72 Contracting Officer's Technical Representative (DEC 2003)

I.2 CLAUSES INCORPORATED IN FULL

52.216-1 Type of Contract. (APR 1984)

The Government contemplates award of an Indefinite Delivery, Indefinite Quantity contract with the ability to issue Cost plus Fixed Fee and Firm Fixed Price Task Orders resulting from this solicitation.

52.216-19 Order Limitations. (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less \$500.00 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor -

- (1) Any order for a single item in excess of \$5,000,000;
- (2) Any order for a combination of items in excess of \$10,000,000; or
- (3) A series of orders from the same ordering office within [30] days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within [] days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.217-8 Option to Extend Services. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within *15 days of expiration*.

(End of clause)

52.223-11 Ozone-Depleting Substances (May 2001)

(a) *Definition.* "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as—

- (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
- (2) Class II, including, but not limited to, hydro chlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by [42 U.S.C. 7671j](#) (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

Warning Contains (or manufactured with, if applicable) *_____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

- The Contractor shall insert the name of the substance(s).
-

(End of clause)

52.252-2 Provisions Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

WWW.ARNET.GOV/FAR

(End of clause)

3052.204-71 Contractor employee access (JUN 2006)

(a) *Sensitive Information*, as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of S SI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, and insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by

the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

ALTERNATE I
(JUN 2006)

When the contract will require contractor employees to have access to Information Technology (IT) resources, add the following paragraphs:

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.

(h) The contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

(1) The individual must be a legal permanent resident of the U. S. or a citizen of Ireland, Israel, the Republic of the Philippines, or any nation on the Allied Nations List maintained by the Department of State;

(2) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and

(3) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

Section J- List of Attachments

1. Contract Data Requirements List (CDRL's)/ Data Item Description(s) (DIDs)
2. Task Order 001
3. DD 254 - Contract Security Classification Specification

Section K – Representations, Certifications and Other Statement of Offerors

K-1 General Instructions for Use of ORCA

(a) It is the policy of the Transportation Security Administration to have offerors complete annual representations and certifications via the Online Representations and Certifications Application. Instructions for accessing ORCA and completing standard representations and certifications via ORCA are contained in the provisions below.

(b) In addition to the standard representations and certifications completed in ORCA, TSA requires the completion of additional representations and certifications as part of a response to a solicitation. Those representations and certifications are provided in full text below. Offerors must complete both the ORCA and the TSA representations and certifications as part of their response to this solicitation.

K-2 Instructions for Accessing and Using ORCA

(a) offerors shall complete electronic annual representations and certifications at <http://orca.bpn.gov> in conjunction with required registration in the Central Contractor Registration (CCR) database.

(b) offerors shall update the representations and certifications submitted to ORCA as necessary, but at least annually, to ensure they are kept current, accurate, and complete. The representations and certifications are effective until one year from date of submission or update to ORCA.

(c) To register with ORCA offerors must first register with the “Central Contractor Registration” (CCR) and acquire a “Data Universal Numbering System” (DUNS) number and a Marketing Partner Identification Number (MPIN). These items may be completed at <http://www.ccr.gov>.

(d) The (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). Offerors should call D&B at 866-705-5711 if they do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. Once an offeror has acquired a DUNS number they can then register with CCR.

(e) The Marketing Partner Identification Number (MPIN) is a 9-digit code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created by the offeror in the offeror’s CCR record and acts as a password for other various government systems. The MPIN is the last data field in the “Points of Contact” section of the registration. After an offeror has entered the new MPIN in CCR, it will become active in ORCA when the CCR registration is activated.

(End of Provision)

K-3 Affirmation of Completed Representations and Certifications in ORCA

The offeror affirms, by submission of this offer, that it has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference.

K-4 52.219-1 Small Business Program Representations (May 2004)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541990[insert NAICS code]. (2) The small business size standard is \$7.0 Mil [insert size standard]. (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees. (b) Representations. (1) The offeror represents as part of its offer that it ___ is, ___ is not a small business concern. (2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it o is, o is not, a small disadvantaged business concern as defined in 13 CFR 124.1002. (3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ___ is, ___ is not a women-owned small business concern. (4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ___ is, ___ is not a veteran-owned small business concern. (5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it ___ is, ___ is not a service-disabled veteran-owned small business concern. (6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that— (i) It ___ is, ___ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and (ii) It o is, o is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation. (c) Definitions. As used in this provision— “Service-disabled veteran-owned small business concern”— (1) Means a small business concern— (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. (2) “Service-disabled veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). “Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision. “Veteran-owned small business concern” (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) The management and daily business operations of which are controlled by one or more veterans. “Women-owned small business concern” means a small business concern— (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) Whose management and daily business operations are controlled by one or more women. (d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall— (i) Be punished by imposition of fine, imprisonment, or both; (ii) Be subject to administrative remedies, including suspension and debarment; and (iii) Be ineligible for participation in programs conducted under means a small business concern—

K-5 3052.209-72 Organizational Conflict of Interest

As prescribed in (HSAR) 48 CFR [3009.507-1](#), insert the following provision:

ORGANIZATIONAL CONFLICT OF INTEREST (JUN 2006)

(a) Determination. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more offerors with the potential to attain an unfair competitive advantage. The contractor may be asked to assist the government with developing requirements for future Secure Flight related contract actions.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the contract awarded. After discussion with the offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the offeror may be found ineligible for award.

(c) Disclosure: The offeror hereby represents, to the best of its knowledge that:

___ (1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

___ (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included a mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation. If an offeror with a potential or actual conflict of interest or unfair competitive advantage believes the conflict can be avoided, neutralized, or mitigated, the offeror shall submit a mitigation plan to the Government for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. If a mitigation plan is approved, the restrictions of this provision do not apply to the extent defined in the mitigation plan.

(e) Other Relevant Information: In addition to the mitigation plan, the Contracting Officer may require further relevant information from the offeror. The Contracting Officer will use all information submitted by the offeror, and any other relevant information known to DHS, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divisions that may affect this provision.

(g) Flow-down. The contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold.

(End of provision)

Section L – Instructions, Conditions and Notice to Offerors

L.1 Clauses Incorporated by Reference

52.204-6	Data Universal System (DUNS) Number (OCT 2003)
52.215-1	Instructions to Offerors – Competitive Acquisition (JAN 2004)
52.216-27	Single or Multiple Awards (OCT 1995)
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation (FEB 1999)
52.232-13	Notice of Progress Payments (APR 1984)

L.2 Clauses Incorporated by Full Text

52.216-1 Type of Contract (Apr 1984)

The Government contemplates award of an **Indefinite Delivery/Indefinite Quantity**, contracts resulting from this solicitation.

(End of provision)

52.233-2 Service of Protest (Sept 2006)

(a) Protests, as defined in section [31.101](#) of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Beth Wann.

Address: Department of Homeland Security
Transportation Security Administration
Office of Acquisition, TSA-25
701 South 12th Street
Arlington, VA 20598

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

WWW.ARNET.GOV/FAR

(End of provision)

52.211-2 Availability of Specifications, Standards, and Data Item Descriptions Listed in the Acquisition Streamlining and Standardization Information System (ASSIST) (Jan 2006)

(a) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

- (1) ASSIST (<http://assist.daps.dla.mil>);
- (2) Quick Search (<http://assist.daps.dla.mil/quicksearch>);
- (3) ASSISTdocs.com (<http://assistdocs.com>).

(b) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

- (1) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);
- (2) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or
- (3) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, and Facsimile (215) 697-1462.

(End of provision)

L-3 Question due Date and Time

Questions about the RFP shall be due to the contracting office not later than April 6, 2009 **by 3:00 PM EST**. All questions shall be submitted electronically to Beth Wann at Beth.Wann@dhs.gov and Venita Mathias at Venita.Mathias@dhs.gov. Each question submitted shall reference the specific section and paragraph of the RFP as appropriate.

L-4 Proposal due Date and Time

Proposals must be submitted via email to the TSA Contracting Officer, Beth Wann not later than **3:00 PM EST on April 27, 2009**. The Government will not be responsible for bid and proposal cost or any other pre contract costs of any kind.

Proposals Parts must be time stamped (by the receiving email system) by respective date and time identified above. Due to TSA restrictions on the size of email, ensure that all emails submitted are less than 5MB. If the proposal exceeds 5MB please divide into multiple emails and include in the subject line the solicitation number and # of # emails. Any electronic submission determined to contain a virus will be deleted and not viewed or accepted for consideration under this solicitation.

Facsimile submittals will not be accepted.

Hardcopy submittals will be accepted, if hand delivered by the offeror by the specified closing date and time. The offeror shall schedule delivery with the Contracting Officer prior to arrival.

Proposals time stamped and or received after **3:00 PM EST on April 27, 2009** will not be evaluated or considered for award, unless it is found to be in the best interest of the Government.

L-5 General Proposal Requirements

Your proposal shall consist of the following volumes:

	Page Limitations
Volume I: Technical Proposal (Information should be submitted as detailed in Section M)	60 pages
Factor 1. Technical Approach.	
Factor 2. Business Management <ul style="list-style-type: none"> 1. Organizational Structure 2. Staffing Plan 3. Key Personnel 4. Corporate Experience 5. Quality Assurance 	
Factor 3. Past Performance	
Factor 4: Technical Proposal for Task Order 001	12 pages
Volume II: Cost Proposal and Additional Information	N/A
Factor 5: Price/Cost Proposal Completed RFP	

Additional pages that exceed the page limitation contained in the Technical Proposal Volume I and II may not be considered. Also, the proposal text may not be smaller than 12-point type on standard 8 ½ by 11-inch paper. A sheet of paper with writing on both sides is considered two (2) pages.

Offerors who provide an unbalanced price may be determined non-responsive. The Government reserves the right to request additional backup information supporting the Offeror's proposed labor categories and hours. The Government shall evaluate the Offeror's proposed estimated labor categories and hours to determine that they are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the Offeror's technical proposal and are reasonable as compared to the Government's Independent Government Cost Estimate and other Offerors' proposals.

The Government intends to evaluate proposal submittals and make award(s) based on initial submittals without discussions. However, the Government reserves the right to conduct discussions and allow for proposal revisions if it is in its best interest.

The Government may:

- (1) Reject any or all submittals if such action is in the public interest;
- (2) Accept other than the lowest price submittal; and/or,
- (3) Waive informalities and minor irregularities in offers received.
- (4) Award without discussions

L-6 Organization of Proposals

Offerors are encouraged to read Section L in its entirety to see the format in which TSA expects to receive a proposal and use it as a guide for organizing the document. The proposal shall be organized in four volumes discussed below.

Volume I – Technical Proposal

The offeror's technical proposal must be presented in a logical manner that does not contain superfluous material or material not related directly to this acquisition; offer an approach that is detailed and complete thus demonstrating a comprehensive understanding of the requirements of the statement of work. The narrative for Technical Approach within the Offeror's proposal must be written in a clear, concise fashion describing precisely what the offeror proposes to do to meet those requirements. Offeror's are cautioned that "parroting" of the RFP with a statement of intent to perform does not reveal the offeror's understanding of the requirements or capability for addressing them. The inclusion of filler material from previous proposals or commercial applications shall be avoided unless it has a direct application to the objective of this solicitation. The technical proposal shall cover the offeror's approach for achieving each individual task area of the General IDIQ Contract Scope in sufficient detail for each factor to be evaluated. The Technical Proposal shall address the following areas:

L.6.1 Factor 1. Technical Approach

The offeror shall provide its technical approach to meet the requirements outlined in the IDIQ Contract Scope task areas contained in Solicitation section C 3.0 through C 6.0. The offeror shall demonstrate its understanding of the technical requirements for successful completion of the work and also demonstrate its ability to perform the work identified, including the ability to respond to urgent requirements.

The narrative for Technical Approach within the Offerors proposal must be written in a clear, concise fashion describing precisely what the offeror proposes to do to meet those requirements. Offerors are cautioned that "parroting" of the RFP with a statement of intent to perform does not reveal the Offerors understanding of the requirements or capability for addressing them.

L.6.2 Factor 2. Business Management

Each offeror shall describe its approach to Management and, at a minimum, should address the following areas:

1. Organizational Structure - The offeror shall submit its proposed organization structure including subcontractors. The organization structure shall provide enough detail to evaluate the offeror's ability to provide sufficient nationwide coverage to successfully complete each task.
2. Staffing Plan- The Offeror shall discuss the firm's proposed staffing plan, including all proposed personnel, including key personnel. Provide the labor category for each proposed position with the minimum qualifications. Include all subcontractor personnel including their company. Relate the experience of all proposed personnel, including key personnel, to the SOW by mapping personnel to the SOW elements. For key personnel, provide resumes and indicate availability to begin work on the contract upon award.
3. Key Personnel – The Offeror shall provide resumes of Key Personnel (not part of the five page limit). Contractor shall propose key personnel as required by the attached SOW. Resume shall include experience related specifically to the tasks they will support, years of experience, and degree. The resumes are excluded from the page limitation for the written response to the RFP, but each may not exceed two pages.
4. Corporate Experience – The Offeror shall discuss its corporate experience and how it relates to the work to be performed under this contract. The offeror shall describe its direct experience as it relates to the SOW and the contractors ability to handle changes to corporate structure without impacting contract performance.

5. Quality Assurance – The offeror shall submit its Quality Management System (QMS) as defined in Section C, paragraph 3.6 in the format specified in the deliverable table.

L.6.3 Factor 3. Past Performance

The Offeror shall:

- Identify no less than three (3) and no more than five (5) contracts that the company is performing or has performed that are similar in scope to the attached SOW. Provide a list of points of contact (name, phone number, e-mail address, and organization) for the cited contracts.
- Relate the experience of all proposed personnel, including key personnel, to the Past Performance contracts by mapping personnel to the cited contracts. For any proposed personnel that did not perform on the cited contracts, please indicate as such.

The TSA may contact those references during the evaluation process to verify relevant experience and level of performance. The TSA may, at its discretion, obtain and evaluate information from sources other than those provided by the Offeror.

Provide details describing the extent to which an offeror has historically been successful in establishing realistic yet challenging small business goals and evidences the ability to achieve them.

L.6.4 Factor 4. Technical Proposal Task Order 001

Offeror shall provide a technical proposal for the Task Order 001 SOW (Section J, Attachment 2) provided. The Task Order approach shall be based on practical application of the Technical and Business Management approach proposed under Factor 1 and Factor 2.

The Offeror shall provide a technical approach that includes a Project Plan to meet the requirements of each task area for Task Order 001 SOW. The plan shall address schedule, milestones, and the critical activities necessary to meet the requirements of the Task Order.

Volume II: Cost Proposal and Additional Information

L. 6. 5 Factor 5. Cost and Price Proposal Requirements

The offeror shall submit sufficient pricing data to establish that the offeror realistically and completely understands the requirements of this solicitation and the SOW. In addition, the offeror shall provide pricing data that details how the offeror arrived at its proposed hourly rate. The offeror shall propose fully burdened fixed labor rates to include all indirect rates and fee for each labor category across the period of performance proposed in accordance with Section B. The Cost and Price Proposal shall include both fixed price rates and time and materials information. Below describes what is required for each contract type.

L-6.5.1 Fixed Price Information

The offeror shall propose fully burdened fixed priced hourly rates for all labor categories for the entire period of performance of the potential IDIQ. These rates shall clearly be differentiated by year and shall not include any costs associated with travel.

L-6.5.2 Cost Proposal for Task Order 001, For Task Order 001, the offeror shall propose a Firm

Fixed Price proposal.
Task order 001

Section M- Evaluation Factors for Award

M-1 Clauses Incorporated by Reference 52.217-8 Option to Extend Services. (NOV 1999)

M-2 Contract Award

The Government reserves the right to award without discussions; however, the Government reserves the right to conduct discussions if deemed necessary. Further, the Government may reject any or all offers if such action is deemed to be in the Government's best interests; accept other than the lowest offer; and waive informalities or minor irregularities in offers received.

The Government may award a contract to other than the lowest priced offeror's, or other than the offeror with the highest non-price rating.

M-2.1 IDIQ Award(s)

The Government intends with this solicitation to make multiple IDIQ contract awards. An IDIQ award will be made to the offeror or offerors' whose proposal is determined to best meet the needs of the Government after considerations of all factors, that is, the proposal that provides the best value to the Government. Best value is defined as the offer that results in the most advantageous acquisition decision for the Government as determined by an integrated assessment and trade-off analysis among non-price and price factors.

M-2.2 Task Order Award(s)

The Government is issuing Task Order 001 with the IDIQ solicitation and intends to award Task Order 001 at the same time as it makes IDIQ awards. Award of Task Order 001 will be made on a best-value basis. That is, award of Task order 001 will be made to the IDIQ awardee whose proposal is determined to best meet the needs of the Government after considerations of price and non-price factors. However, the Government reserves the right to not award Task order 001 at the time it makes IDIQ awards, if it is in its best interest.

The Government further intends on issuing multiple Task Orders not long after the selection of IDIQ contract awardees. The Government reserves the right to award future Task Orders using either 1) the best-value methodology, using the trade-off process as described above, or 2) by selecting the offeror whose proposal is low price and technically acceptable (LPTA). The methodology chosen will be at the discretion of the Government and will be communicated to IDIQ contract awardees in the Government's request(s) for Task Order proposals.

M-3 Evaluation Method

The Government will evaluate the offeror's proposal to determine the extent to which the proposal demonstrates the offeror's understanding of the work to be performed and to what extent the approach to accomplishing the requirements complies with the TSA's Statement of Work (SOW) for the IDIQ contract and the SOW of Task Order 001, in accordance with the evaluation factors set forth below.

Proposals that do not respond to all requirements in the solicitation may be rejected without further evaluation, deliberation, or discussion. The Government may reject any proposal that is evaluated to be significantly not compliant with the solicitation requirements, unrealistically high or low in price, or reflects a failure to comprehend the complexity and risks of the work to be performed.

M-4 Preliminary pass/fail evaluation

The Government will conduct a physical inventory of each Offeror's proposal to insure receipt of the required documents identified below, and will evaluate on a Pass/Fail basis to determine Offerors' potential eligibility for award. Any proposal found to be incomplete may receive a rating of "Fail" for the proposal inventory review and may render the Offeror's proposal ineligible for further evaluation for award.

M-5 Evaluation Factors and Relative Order of Importance

The evaluation factors that will be used to evaluate all proposals are as follows:

Factor 1 - Technical Approach
Factor 2 – Business Management
Factor 3 - Past Performance
Factor 4 - Task Order 001 Technical Proposal
Factor 5 - Cost/Price

Factors 1-4, when combined, are significantly more important than cost/price. However, as proposals become more equal in their non-price factors, the cost/price factor will become more important. Factors 1 through 4 are of relatively equal importance. Factors 1-4, will be individually rated on an adjectival scale. Factor 3 will have one additional rating “neutral” for those firms that do not have relevant past performance information or past performance information is not available. Although cost/price will not be rated during the evaluation of the proposals, it may become the determinative factor in the final source selection decision when making the best value “trade-off” determination.

M-6 Evaluation Factors

Factor 1- Technical Approach

Technical Approach will be evaluated based on the extent to which it demonstrates an appropriate technical understanding and proposes a solution and methodology to meet the requirements of the SOW. The government will assess if the offerors technical approach demonstrates a thorough understanding of the complexity and magnitude of the technical requirements for successful completion of the work and also demonstrate its ability to perform the work identified, including the ability to respond to urgent requirements.

Factor 2- Business Management

This factor will be evaluated on the offeror's ability to demonstrate the resources and capabilities necessary to satisfy all the requirements and objectives of the SOW. In particular, the government will consider offerors' approach to 1) Organizational Structure, 2) Staffing Plan, 3) Key Personnel, 4) Corporate Experience and 5) Quality Assurance.

Factor 3- Past Performance

The government will evaluate the offeror's relevant past performance and will assess the risk as it relates specifically to the scope of work anticipated to be accomplished under this acquisition. A key criterion for the evaluation of past performance is previous experience on other programs of similar size, scope and complexity to the (SOW).

An offeror who has no relevant past performance history will not be evaluated favorably or

unfavorably (i.e. will be given a neutral rating).

When assessing performance risk, the Government will focus its inquiry on the past performance of the offeror regarding contract compliance. This assessment will include the offeror's record on cost, quality of service, schedule, and performance, as well as its history for commitment to customer satisfaction. All offerors must identify and provide any current TSA contract performance data.

In addition to the references identified by the offeror, the government may solicit and/or consider information from other sources including, but not limited to, past performance information from the Past Performance Information Retrieval System (PPIRS), similar systems of other federal (or state) government departments and agencies, questionnaires tailored to the circumstances of this acquisition, Defense Contract Management Agency (DCMA) channels, interviews with program managers and contracting officers and other sources known to the government, including commercial sources; the Better Business Bureaus, previous customers, and other contractors who have worked with the offeror, and published media. In conducting this assessment, the government reserves the right to use both data provided by each offeror and data obtained from other sources.

Factor 4- Task Order 001, Technical Proposal

The Government shall evaluate the offerors proposed technical and management approach which adequately demonstrates the resources and capabilities necessary to satisfy all the requirements of the Task order 001, Statement of Work (SOW). The offerors methodology and processes to staff the positions proposed will be evaluated for efficiency.

The Government will consider the thoroughness and adequacy of the Project Plan which demonstrates the Offerors ability to successfully execute the plan.

In addition, the staffing plan will be assessed to ensure that the specific staff proposed possesses the requisite qualifications, management and direct experience in successful efforts of comparable complexity and scope to the requirements described in the Task order 001 SOW.

Factor 5- Price/Cost

All proposed lifecycle costs will be evaluated using one or more of the proposal analysis techniques provided for in FAR 15.404. This includes all proposed rates submitted for FFP labor and the cost proposal associated with Tasks 001. The Government shall evaluate the Offeror's proposed estimated cost elements including to determine that they are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the offeror's technical proposal and are reasonable as compared to the Government's Independent Government Cost Estimate and other Offeror's proposals.

The proposal of each offeror determined to be technically acceptable or which could, after discussion, be made technically acceptable, will be subject to a cost evaluation. The cost proposal will be evaluated on overall cost reasonableness and realism.

Cost reasonableness and realism pertains to the offeror's ability to project costs/prices which are reasonable and which indicate the offeror's understanding of the nature and the scope of the work to be performed. The Government considers that a fully justified and realistic proposal is of paramount importance in evaluating cost proposals. Any proposal lacking these attributes, regardless of its relative

position with other proposals, will be considered lacking realism and may result in a higher evaluated cost.

In performing the cost/price analysis, the Government will use supporting data provided with each offer, past procurement history, advice from the cognizant auditors, current market conditions, performance requirements for this solicitation, or any other relevant factors, including those which have been revealed by the competition received to determine the Government's adjusted cost.

If the Government determines after the analysis that any cost proposed is unrealistically low, these unrealistic costs/prices will be considered in the risk assessment.

Cost Proposal for Task Order 001

For Task Order 001, the Offeror shall propose a Firm-Fixed Price proposal.